

DEPARTMENT OF THE ARMY  
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL  
FORT SILL, OKLAHOMA 73503

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Requisition and Issue of Supplies and Equipment  
**SUPPLY PROCEDURES**

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		Paragraph	Page
<b>CHAPTER 1.</b>	<b>GENERAL</b>		13
<b>Section I.</b>	<b>General Information</b>		13
	<a href="#">Purpose</a>	1-1	13
	<a href="#">Scope</a>	1-2	13
	<a href="#">Recommended Changes</a>	1-3	13
	<a href="#">Requests for Clarification or Deviation</a>	1-4	13
	<a href="#">Resolution of Conflicts with Other Publications</a>	1-5	13
	<a href="#">Forms (Manual/Automated)</a>	1-6	13
<b>Section II.</b>	<b>Accounting for and Controlling Property</b>		13
	<a href="#">Managing and Accounting for Software, Magnetic Tapes, Floppy Disks, and Compact Disks</a>	1-7	13
	<a href="#">Accounting for Basic Load of Ammunition</a>	1-8	13
	<a href="#">Accounting for Equipment in Place (EIP)</a>	1-9	14
	<a href="#">Accounting for Lost, Damaged, and Destroyed Government Property</a>	1-10	14
	<a href="#">Accounting for Safety Spectacles</a>	1-11	14
	<a href="#">Activation Procedures (TOE only)</a>	1-12	15
	<a href="#">Authentication of Priority 01 Through 08 Requests</a>	1-13	15
	<a href="#">Cannibalization (CAN) Point Procedures</a>	1-14	15
	<a href="#">Civilian Clothing</a>	1-15	16
	<a href="#">Clearance Procedures</a>	1-16	18
	<a href="#">Commercial Equipment/Supplies</a>	1-17	19
	<a href="#">Communications with Other Headquarters/Wholesale Sources of Supply</a>	1-18	20

\*This regulation supersedes USAFACFS Regulation 725-1, 8 October 2002.

	Paragraph	Page
<a href="#"><u>Communications Security (COMSEC) Equipment</u></a>	1-19	21
<a href="#"><u>Components of End Items</u></a>	1-20	21
<a href="#"><u>Consolidated Arms Rooms</u></a>	1-21	23
<a href="#"><u>Delegation of Authority - Receipt for Supplies</u></a>	1-22	23
<a href="#"><u>Department of Defense Activity Address Code (DODAAC)</u></a>	1-23	25
<a href="#"><u>Disposition of Property Records</u></a>	1-24	26
<a href="#"><u>Document Register</u></a>	1-25	26
<a href="#"><u>Equipment Allowances</u></a>	1-26	27
<a href="#"><u>Found on Installation Property</u></a>	1-27	28
<a href="#"><u>Free Turn-In Point</u></a>	1-28	28
<a href="#"><u>Integrated Commercial Intrusion Detection System (ICIDS)</u></a>	1-29	28
<a href="#"><u>MLRS Missile Supply Support</u></a>	1-30	29
<a href="#"><u>Lateral Transfer/Disposition of Excess Supplies and Equipment</u></a>	1-31	29
<a href="#"><u>Marking of Government Tools</u></a>	1-32	31
<a href="#"><u>Office Machines</u></a>	1-33	32
<a href="#"><u>Photographic, Television, Training, Graphic Art, and Audiovisual Equipment</u></a>	1-34	34
<a href="#"><u>Preparation for Overseas Movement (POM) Procedures</u></a>	1-35	35
<a href="#"><u>Posting of Property Books</u></a>	1-36	35
<a href="#"><u>Protective Masks</u></a>	1-37	35
<a href="#"><u>Publications</u></a>	1-38	36
<a href="#"><u>Quality Deficiency Report (QDR)/Equipment Improvement Recommendations (EIR)</u></a>	1-39	37
<a href="#"><u>Regional Correctional Facility (RCF) Service Stock</u></a>	1-40	39
<a href="#"><u>Repair Parts (PLL)</u></a>	1-41	39
<a href="#"><u>Report Of Discrepancy (ROD)</u></a>	1-42	40
<a href="#"><u>Request for Issue of Supplies/Equipment</u></a>	1-43	40
<a href="#"><u>Request for Turn-In of Supplies/Equipment</u></a>	1-44	41
<a href="#"><u>Rug/Rug Cushion and Carpet/Carpet Pad</u></a>	1-45	42
<a href="#"><u>Temporary Loan of Materiel</u></a>	1-46	45
<a href="#"><u>Total Package Fielding (TPF) Handoff Procedures</u></a>	1-47	46
<a href="#"><u>Transporting Government Supplies and Equipment</u></a>	1-48	46
<a href="#"><u>Turn-In/Lateral Transfer Property Inventory</u></a>	1-49	47
<a href="#"><u>Unfinanced Requirements</u></a>	1-50	47

		Paragraph	Page
<b>Section III.</b>	<b>Command Supply Discipline Program (CSDP)</b>		47
	<a href="#">Purpose</a>	1-51	47
	<a href="#">Scope</a>	1-52	47
	<a href="#">General</a>	1-53	47
	<a href="#">Responsibilities</a>	1-54	48
<b>Section IV.</b>	<b>Lost, Abandoned, or Unclaimed Private Property</b>		48
	<a href="#">Purpose</a>	1-55	48
	<a href="#">Action Upon Discovery</a>	1-56	48
	<a href="#">Impounding Property</a>	1-57	49
	<a href="#">Appointment of Board Of Officers/Summary Court Officer</a>	1-58	50
	<a href="#">Duties of the Board of Officers/Summary Court Officer</a>	1-59	50
	<a href="#">Disposition of Property</a>	1-60	50
	<a href="#">Action by DRMO</a>	1-61	52
	<a href="#">Filing of DD Form 1348-1A by Organization</a>	1-62	52
	<a href="#">Abandoned and Unclaimed Laundry/Dry Cleaning</a>	1-63	52
	<a href="#">Abandoned Military Clothing</a>	1-64	52
	<a href="#">Recovery of Abandoned Government Property</a>	1-65	53
<b>Section V.</b>	<b>Off Post Logistical Support</b>		53
	<a href="#">Purpose</a>	1-66	53
	<a href="#">Procedures</a>	1-67	53
<b>Section VI.</b>	<b>Department of Defense Precious Metal Recovery Program (DODPMRP)</b>		53
	<a href="#">Purpose</a>	1-68	53
	<a href="#">General</a>	1-69	53
	<a href="#">Army Adopted Items</a>	1-70	53
	<a href="#">Standard and/or Nonstandard Items</a>	1-71	54
	<a href="#">Basic Responsibilities of Unit/Activity</a>	1-72	54
	<a href="#">Turn-In Procedures</a>	1-73	54
	<a href="#">Processing Hours</a>	1-74	54
	<a href="#">For Items With Valid NSN That Contain Precious Metal</a>	1-75	54
	<a href="#">Security of Recovered Precious Metal-Bearing Material</a>	1-76	54
	<a href="#">Loss or Theft</a>	1-77	54
	<a href="#">Acquisition of Equipment and Supplies</a>	1-78	55
	<a href="#">Accountability of Silver Recovery Equipment</a>	1-79	55

		Paragraph	Page
<b>CHAPTER 2.</b>	<b>SUPPLY</b>		55
<b>Section I.</b>	<b>General</b>		55
	<a href="#">Responsibilities</a>	2-1	55
	<a href="#">Distribution of Documents, Cards, and Listings</a>	2-2	55
	<a href="#">Issue of Supplies</a>	2-3	56
<b>Section II.</b>	<b>General Procedures for Request Documents</b>		56
	<a href="#">Automated Procedures for Request Documents</a>	2-4	56
	<a href="#">Preparation of Requests For Issue</a>	2-5	56
	<a href="#">Entry of Telephone Numbers</a>	2-6	56
	<a href="#">Entry of Signal Codes on Requests For Issue</a>	2-7	56
	<a href="#">SD Routing Identifier Code</a>	2-8	57
	<a href="#">Item Description and Publication Data</a>	2-9	57
	<a href="#">NSN Not on FEDLOG</a>	2-10	57
	<a href="#">Non-NSN Requests</a>	2-11	57
	<a href="#">Use of Type Requirement Code (TRC) on Request For Issue</a>	2-12	57
	<a href="#">Submission of Request For Issue</a>	2-13	57
	<a href="#">Hand Carry Procedures</a>	2-14	58
<b>Section III.</b>	<b>Special Procedures for Requests For Issue/Turn-In</b>		58
	<a href="#">Commercial Nontactical Vehicle Requests</a>	2-15	58
	<a href="#">Dayroom Furnishings/Bachelor Housing Requests</a>	2-16	58
	<a href="#">Dining Facility Equipment (Active Army only)</a>	2-17	59
	<a href="#">Repairable Exchange (RX) Item Requests</a>	2-18	60
	<a href="#">Filing Equipment Requests For Issue/Turn-In (other than Active Army)</a>	2-19	60
	<a href="#">Flags, Guidons, Streamers, and Identification Bands</a>	2-20	60
	<a href="#">Local Purchase Requests</a>	2-21	61
	<a href="#">Office Machines</a>	2-22	61
	<a href="#">Phonograph Record/Compact Disc (CD) Requests</a>	2-23	62
	<a href="#">Safes with Combination Type Locks</a>	2-24	62
	<a href="#">Safety Shoes/Boots</a>	2-25	62
	<a href="#">Safety Prescription Spectacles and Plano Safety Spectacles</a>	2-26	62
	<a href="#">Stopwatches</a>	2-27	62
	<a href="#">TAMMS Items</a>	2-28	62

		Paragraph	Page
	<a href="#">Television Sets, Radios, and Phonograph Machines Not Issued by TSC</a>	2-29	64
	<a href="#">Tool Sets, Kits, Outfits, Assemblies, and End Items</a>	2-30	64
	<a href="#">Track Shoes for Track Vehicles</a>	2-31	65
	<a href="#">U.S. Army Maps</a>	2-32	65
	<a href="#">Weapon Storage Cabinets</a>	2-33	66
	<a href="#">Wire (Cable, Telephone)</a>	2-34	66
<b>Section IV.</b>	<b>Special Transaction Procedures</b>		66
	<a href="#">Follow-up Requests</a>	2-35	66
	<a href="#">Receipt Processing</a>	2-36	67
<b>Section V.</b>	<b>Recoverable Items (Excluding RX Items)</b>		68
	<a href="#">Application</a>	2-37	68
	<a href="#">Recurring Requirements for Recoverable Items</a>	2-38	68
	<a href="#">Turn-In of Recoverable Item without Replacement Requirement</a>	2-39	68
	<a href="#">Maintenance Department Inspection Tag</a>	2-40	69
	<a href="#">Nonrecurring (Initial) Requirements for Recoverable Items</a>	2-41	69
	<a href="#">Receipt of Recoverable Item</a>	2-42	69
<b>Section VI.</b>	<b>Turn-In Procedures</b>		69
	<a href="#">General Turn-In Procedures</a>	2-43	69
	<a href="#">Turn-In Point</a>	2-44	69
	<a href="#">Action by Customer Prior to Turn In</a>	2-45	69
	<a href="#">Turn-In Procedures</a>	2-46	69
	<a href="#">Turn-In of Containerized/Crated Recoverable Repair Parts</a>	2-47	71
	<a href="#">Requirement for Proper Turn-In Documentation</a>	2-48	71
<b>Section VII.</b>	<b>Repairable Exchange (RX) Procedures</b>		71
	<a href="#">Vehicular Batteries</a>	2-49	71
	<a href="#">Compressed Gas Cylinders</a>	2-50	72
	<a href="#">Fire Extinguishers</a>	2-51	72
	<a href="#">Repair Parts</a>	2-52	73
	<a href="#">Vehicle Tires</a>	2-53	74
<b>Section VIII.</b>	<b>Ammunition</b>		75
	<a href="#">Ammunition Section Operating Hours</a>	2-54	75
	<a href="#">Ammunition Allowances</a>	2-55	75
	<a href="#">Submission of Requests for Ammunition</a>	2-56	75
	<a href="#">Preparation of Request for Ammunition</a>	2-57	76
	<a href="#">Submission of Requests for Turn-In</a>	2-58	77
	<a href="#">Turn-In of Packing Material/Residue</a>	2-59	77

		Paragraph	Page
	<a href="#">Turn-In of Unsealed Ammunition</a>	2-60	77
	<a href="#">Turn-In Documents Reflecting Shortages</a>	2-61	78
	<a href="#">Filing of Completed Ammunition Requests for Issue/Turn-In</a>	2-62	78
	<a href="#">Return of Ammunition and Credit</a>	2-63	79
	<a href="#">Training Ammunition Forecast Report, Feeder For RCS CSGLD 1322</a>	2-64	79
	<a href="#">Receipt and Storage of Ammunition</a>	2-65	80
	<a href="#">Powder Burning</a>	2-66	82
	<a href="#">Transporting Ammunition and Explosives</a>	2-67	82
	<a href="#">Care In Handling and Preservation of Ammunition</a>	2-68	85
	<a href="#">Ammunition Safety Precautions to be Observed at Firing Points</a>	2-69	86
	<a href="#">Care and Handling of Ammunition at Firing Points</a>	2-70	86
	<a href="#">Reporting of Ammunition Duds</a>	2-71	86
	<a href="#">Ammunition Malfunctions</a>	2-72	86
	<a href="#">Police of Ranges</a>	2-73	87
	<a href="#">Ammunition Basic Loads</a>	2-74	87
	<a href="#">Quarterly Inventory of Ammunition</a>	2-75	89
	<a href="#">Ammunition Stored in Unit Areas</a>	2-76	89
	<a href="#">Amnesty</a>	2-77	91
<b>Section IX.</b>	<b>Department of Defense Small Arms Serialization Program (DODSASP)</b>		91
	<a href="#">Objective</a>	2-78	91
	<a href="#">Special Procedure</a>	2-79	91
	<a href="#">Nonreportable Small Arms</a>	2-80	92
	<a href="#">Installation Small Arms Serial Number File</a>	2-81	92
	<a href="#">Updating Initial Registration of Small Arms</a>	2-82	92
	<a href="#">DODSASP Assistance</a>	2-83	92
<b>Section X.</b>	<b>Petroleum, Oils, and Lubricants (POL)</b>		92
	<a href="#">POL Facility Issue Points and Hours of Operation</a>	2-84	93
	<a href="#">Accountability</a>	2-85	93
	<a href="#">Establishing Petroleum Fuel Accounts</a>	2-86	93
	<a href="#">Requesting POL Products</a>	2-87	93
	<a href="#">Receiving Bulk Petroleum Products</a>	2-88	95
	<a href="#">Costing of Fuels</a>	2-89	95
	<a href="#">Storage of POL Products</a>	2-90	96

		Paragraph	Page
	<a href="#">Security/Control of POL Products</a>	2-91	96
	<a href="#">Quality Surveillance of Bulk Petroleum</a>	2-92	96
	<a href="#">Turn-In of Petroleum Products</a>	2-93	96
	<a href="#">Disposition of Contaminated Fuels</a>	2-94	97
	<a href="#">Operation and Maintenance of Fuel Dispensing Systems</a>	2-95	97
	<a href="#">Identification Markings for Petroleum Systems and Containers</a>	2-96	98
	<a href="#">Safety</a>	2-97	98
	<a href="#">Conservation of POL</a>	2-98	98
	<a href="#">U.S. Government National Credit Card and DOD Avfuels Identaplate</a>	2-99	98
	<a href="#">Publications</a>	2-100	98
<b>Section XI.</b>	<b>Local Purchase</b>		99
	<a href="#">International Merchant Purchase Authorization Card (IMPAC)</a>	2-101	99
	<a href="#">Other than IMPAC Accounts</a>	2-102	99
<b>Section XII.</b>	<b>Troop Issue Subsistence Activity (TISA)</b>		99
	<a href="#">TISA Support</a>	2-103	99
	<a href="#">Direct Delivery by Vendor</a>	2-104	99
	<a href="#">Authority to Receipt for Subsistence Supplies</a>	2-105	100
	<a href="#">Turn-In of Excess Subsistence Items</a>	2-106	100
	<a href="#">Issues to Post Dining Facilities</a>	2-107	100
	<a href="#">Lateral Transfer of Subsistence Items</a>	2-108	100
	<a href="#">Army Field Feeding System (AFFS)</a>	2-109	101
	<a href="#">Crushed Ice Issue</a>	2-110	101
	<a href="#">Table 2-1, Ice Authorization Table</a>		102
<b>CHAPTER 3.</b>	<b>CLOTHING AND EQUIPMENT</b>		102
	<a href="#">Responsibilities</a>	3-1	102
<b>Section I.</b>	<b>Clothing Initial Issue Point (CIIP) - Personal Clothing</b>		102
	<a href="#">Personal Clothing Issues</a>	3-2	102
	<a href="#">Appointments</a>	3-3	102
	<a href="#">Bulk Issues</a>	3-4	103
	<a href="#">Preparation of DA Form 3078</a>	3-5	103
	<a href="#">Exchange of Misfit Clothing or Footwear</a>	3-6	103
	<a href="#">Exchange of Clothing or Footwear other than Misfit</a>	3-7	104
<b>Section II.</b>	<b>Clothing Sales Store - Personal Clothing</b>		105
	<a href="#">Personal Clothing Issues</a>	3-8	105
	<a href="#">Appointments</a>	3-9	105
	<a href="#">Supplemental Clothing Allowances</a>	3-10	105

		Paragraph	Page
	<a href="#">Submission of DA Form 1687</a>	3-11	105
	<a href="#">U.S. Army Reserve (USAR) Clothing Requests</a>	3-12	105
<b>Section III.</b>	<b>Miscellaneous Requirements - Personal Clothing</b>		105
	<a href="#">Civilian Clothing</a>	3-13	105
	<a href="#">Fitting</a>	3-14	105
	<a href="#">Nameplates and Nametapes</a>	3-15	105
	<a href="#">Reserve Officer Training Corps (ROTC) Clothing Requests</a>	3-16	106
	<a href="#">Review and Destruction of DA Form 3078</a>	3-17	106
	<a href="#">Soldiers Pending Disciplinary Action or Confined</a>	3-18	106
	<a href="#">Turn-In/Retention of Personal Clothing</a>	3-19	107
<b>Section IV.</b>	<b>Central Issue Facility (CIF) - Organizational Clothing and Individual Equipment (OCIE)</b>		107
	<a href="#">Application</a>	3-20	107
	<a href="#">Army Policy for OCIE</a>	3-21	107
	<a href="#">Approval of Discretionary OCIE</a>	3-22	107
	<a href="#">Appointments</a>	3-23	108
	<a href="#">Classification</a>	3-24	108
	<a href="#">Clearance</a>	3-25	108
	<a href="#">Cold Weather Underwear</a>	3-26	109
	<a href="#">Coveralls</a>	3-27	110
	<a href="#">Disposition of Absentee OCIE</a>	3-28	110
	<a href="#">Drill Sergeant Uniform Hat</a>	3-29	110
	<a href="#">Exchange Procedures</a>	3-30	111
	<a href="#">Extreme Cold Weather Clothing And Equipment (ECWCE)</a>	3-31	111
	<a href="#">Found on Installation</a>	3-32	111
	<a href="#">Hours of Operation</a>	3-33	111
	<a href="#">Intrapost Personnel Transfers</a>	3-34	112
	<a href="#">Issue</a>	3-35	112
	<a href="#">Lost, Damaged, and Destroyed OCIE (other than FWT)</a>	3-36	113
	<a href="#">Marking of OCIE</a>	3-37	113
	<a href="#">Mobilization Requirements</a>	3-38	113
	<a href="#">Name Changes</a>	3-39	114
	<a href="#">Organization OCIE Procedures</a>	3-40	114
	<a href="#">Overshoes</a>	3-41	114



		Paragraph	Page
	<a href="#">Posting of OCIE Records</a>	3-42	114
	<a href="#">Repair</a>	3-43	115
	<a href="#">Replacement of OCIE Records, DA Forms 3645/3645-1</a>	3-44	115
	<a href="#">Safety Footwear</a>	3-45	116
	<a href="#">Stockage</a>	3-46	119
	<a href="#">Temporary Duty (TDY)</a>	3-47	120
	<a href="#">Temporary Loan</a>	3-48	120
	<a href="#">Turn-In</a>	3-49	120
<b>Section V.</b>	<b>Laundry and Dry Cleaning Service</b>		122
	<a href="#">Application</a>	3-50	122
	<a href="#">Claims</a>	3-51	122
	<a href="#">Complaints</a>	3-52	122
	<a href="#">Dry Cleaning</a>	3-53	122
	<a href="#">Exchange of Blankets and Linens</a>	3-54	123
	<a href="#">Laundry Codes</a>	3-55	123
	<a href="#">Medical Linens</a>	3-56	123
	<a href="#">OCIE Laundry Service</a>	3-57	123
	<a href="#">Pickup and Delivery Service</a>	3-58	123
	<a href="#">Piece-Rate Laundry Services</a>	3-59	124
<b>Section VI.</b>	<b>Direct Exchange Linen/Blanket Pool</b>		124
	<a href="#">Classification of Direct Exchange Linen/Blankets</a>	3-60	124
	<a href="#">Equivalency Factors for Salvage</a>	3-61	124
	<a href="#">Organization Requests for Items Stocked by Fort Sill Laundry</a>	3-62	125
	<a href="#">Turn-In of Linens and Blankets</a>	3-63	125
<b>CHAPTER 4.</b>	<b>FACILITIES MAINTENANCE DIVISION, DPW</b>		126
<b>Section I.</b>	<b>General</b>		126
	<a href="#">Responsibilities</a>	4-1	126
	<a href="#">Carpet</a>	4-2	126
	<a href="#">Department of Defense Activity Address Code (DODAAC)</a>	4-3	126
	<a href="#">Expendable Supplies</a>	4-4	126
	<a href="#">Equipment for Buildings and Grounds Maintenance</a>	4-5	126
	<a href="#">Found on Installation DPW Property</a>	4-6	127
	<a href="#">Issue</a>	4-7	127
	<a href="#">Lumber and Related Materials</a>	4-8	127
	<a href="#">Repair of DPW Equipment</a>	4-9	128

		Paragraph	Page
	<a href="#">Routing Identifier Code</a>	4-10	128
	<a href="#">Seasonal Items</a>	4-11	128
	<a href="#">Turn-In</a>	4-12	128
<b>Section II.</b>	<b>Furniture and Household Equipment Support</b>		128
	<a href="#">Purpose</a>	4-13	128
	<a href="#">Responsibilities</a>	4-14	128
	<a href="#">Explanation of Terms</a>	4-15	129
	<a href="#">Operating Hours</a>	4-16	129
	<a href="#">Administrative Adjustment Report (AAR)</a>	4-17	129
	<a href="#">Assignment of Document Numbers</a>	4-18	129
	<a href="#">Blankets</a>	4-19	130
	<a href="#">Clearance Procedures</a>	4-20	130
	<a href="#">Delegation of Authority</a>	4-21	130
	<a href="#">Hand Receipt Procedures for UPH</a>	4-22	131
	<a href="#">Issues</a>	4-23	131
	<a href="#">Movement of Furniture</a>	4-24	134
	<a href="#">Property in Defense Reutilization and Marketing Office (DRMO)</a>	4-25	134
	<a href="#">Property not on Hand Receipts</a>	4-26	134
	<a href="#">Repair of FMO Property</a>	4-27	134
	<a href="#">Request for Issue</a>	4-28	134
	<a href="#">Storage of Mattresses</a>	4-29	135
	<a href="#">Turn-In and/or Replacement of Property</a>	4-30	135
	<a href="#">Use of FMO Furniture/Furnishings</a>	4-31	136
	<a href="#">Family Housing Procedures</a>	4-32	137
<b>CHAPTER 5.</b>	<b>MEDICAL SUPPLY</b>		138
<b>Section 1.</b>	<b>General</b>		138
	<a href="#">Responsibilities</a>	5-1	138
	<a href="#">Dated Items or Items with Potency Dates</a>	5-2	138
	<a href="#">Items Requiring Refrigeration</a>	5-3	138
	<a href="#">Medical Sets, Kits, and Outfits</a>	5-4	138
<b>Section II.</b>	<b>Request for Issue and Turn-In Procedures</b>		139
	<a href="#">Preparation and Submission of Requests for Issue</a>	5-5	139
	<a href="#">Pickup of Requested Medical Supplies</a>	5-6	140
	<a href="#">Turn-In Procedures</a>	5-7	140
<b>CHAPTER 6.</b>	<b>DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) PROCEDURES</b>		140
<b>Section I.</b>	<b>General</b>		140

		Paragraph	Page
	<a href="#">Purpose</a>	6-1	140
	<a href="#">Hours of Operation</a>	6-2	140
<b>Section II.</b>	<b>Turn-In of Excess Property/Scrap</b>		140
	<a href="#">Turn-In of Excess Items To DRMO</a>	6-3	140
	<a href="#">Preparation of Disposal Turn-In Documents (DTID) for Accountable Items</a>	6-4	140
	<a href="#">Turn-In of Accountable Items</a>	6-5	142
	<a href="#">Turn-In of Magnetic Media</a>	6-6	143
	<a href="#">Hazardous Materials and Waste</a>	6-7	143
	<a href="#">Precious Metals</a>	6-8	144
	<a href="#">Turn-In of Privately-Owned Property</a>	6-9	144
	<a href="#">Turn-In of Unaccountable Items</a>	6-10	144
	<a href="#">Sanitary Fill</a>	6-11	145
	<a href="#">Screening of Excess Property Located at DRMO</a>	6-12	146
	<a href="#">Acquiring Property from DRMO</a>	6-13	146
	<a href="#">Submission of Requests</a>	6-14	146
	<a href="#">Issue of Items from DRMO</a>	6-15	147
	<a href="#">Reimbursement</a>	6-16	148
	<a href="#">Assistance in Acquiring Property from DRMO</a>	6-17	148
<b>CHAPTER 7.</b>	<b>MANAGEMENT OF DOD PROPERTY</b>		148
<b>Section I.</b>	<b>General</b>		148
	<a href="#">Purpose</a>	7-1	148
	<a href="#">Scope</a>	7-2	148
	<a href="#">Requests for Deviation</a>	7-3	148
<b>Section II.</b>	<b>Responsibilities</b>		148
	<a href="#">Cdr, USAFACFS</a>	7-4	148
	<a href="#">Director of Logistics (DOL), USAFACFS</a>	7-5	148
	<a href="#">Director of Public Works (DPW), USAFACFS</a>	7-6	149
	<a href="#">Inspector General, USAFACFS</a>	7-7	149
	<a href="#">Director of Resource Management (DRM), USAFACFS</a>	7-8	150
	<a href="#">DRMO, Fort Sill</a>	7-9	150
	<a href="#">DRMO Battalion Commanders and Equivalent TDA Commanders/Chiefs</a>	7-10	151
	<a href="#">Accountable Officer, S&amp;SD</a>	7-11	151
<b>Section III.</b>	<b>Policies and Procedures</b>		152
	<a href="#">Supply and Maintenance</a>	7-12	152
	<a href="#">Found on Installation Property</a>	7-13	152
	<a href="#">Disposal of Materiel</a>	7-14	153
	<a href="#">Classification of Property</a>	7-15	154

		Paragraph	Page
	<a href="#">Repairable Exchange Activity (RXA)</a>	7-16	154
	<a href="#">Exchange of Commercial Materiel</a>	7-17	154
	<a href="#">Furniture</a>	7-18	155
	<a href="#">Maintenance Requests</a>	7-19	155
	<a href="#">Office Machines</a>	7-20	156
	<a href="#">Request for Issue</a>	7-21	156
	<a href="#">Request for Turn In</a>	7-22	158
Figure 7-1.	<a href="#">Authorization for Disposal at Landfill/Rubble Pit</a>		159
Figure 7-2.	<a href="#">DRMO/Landfill/Rubble Pit Checklist</a>		160
<b>CHAPTER 8.</b>	<b>PROPERTY ACCOUNTABILITY ADJUSTMENT DOCUMENTS FOR LOST, DAMAGED, OR DESTROYED GOVERNMENT PROPERTY</b>		161
<b>Section I.</b>	<b>General</b>		161
	<a href="#">Purpose</a>	8-1	161
	<a href="#">Installation Technical Expert</a>	8-2	161
	<a href="#">Appointing and Approving Authorities</a>	8-3	161
<b>Section II.</b>	<b>Damaged Property</b>		161
	<a href="#">Damaged General Services Administration (GSA) Property</a>	8-4	161
	<a href="#">Other Damaged Property</a>	8-5	161
	<a href="#">Liability on Damaged Government-Owned or Leased Vehicles</a>	8-6	162
<b>Section III.</b>	<b>Monthly Reports</b>		162
	<a href="#">Monthly Report of Initiation and Processing Times</a>	8-7	162
<b>Section IV.</b>	<b>Approving/Appeal Authority Actions on Requests for Reconsideration and Related Actions</b>		163
	<a href="#">Definition</a>	8-8	163
	<a href="#">Requests for Reconsideration</a>	8-9	163
	<a href="#">Requests for Hearing</a>	8-10	164
	<a href="#">Requests for Remission or Cancellation of Indebtedness</a>	8-11	164
	<a href="#">Appeal Authority</a>	8-12	164
Appendix A	<a href="#">Appointing Authorities</a>		165
Appendix B	<a href="#">Approving Authorities</a>		166
Appendix C	<a href="#">List of OCIE Authorized To Be Stocked by the Central Issue Facility</a>		167
Appendix D	<a href="#">Guidelines for Classification of OCIE</a>		168
Appendix E	<a href="#">CTA 50-900 Discretionary Items List</a>		170
Appendix F	<a href="#">Reference Publications</a>		172

## **CHAPTER 1. GENERAL**

### **Section I. GENERAL INFORMATION**

**1-1. PURPOSE.** This regulation establishes installation policies and procedures to be used by Table of Organization and Equipment (TOE) organizations and Table of Distribution and Allowances (TDA) activities to request, issue, turn in, and account for supplies and equipment.

**1-2. SCOPE.** This regulation is applicable to all organizations and activities located on or satellite to this installation for logistical support as outlined in AR 5-9. Any reference to "organization" applies equally to TOE/MTOE organization or TDA activity. During Emergency Deployments (ED) or Emergency Deployment Readiness Exercises (EDRE), organizations will adhere to supply procedures specified in the USAFACFS Plan for ED/EDRE when those procedures differ from provisions of this regulation. (Primarily AR 40-61 governs Management of Class VIII [Medical] materiel [expendable and nonexpendable]; this regulation is not intended to supersede or modify that Regulation. Where conflicts occur, AR 40-61 will prevail.)

**1-3. RECOMMENDED CHANGES.** Submit recommended changes to this regulation to Cdr, USAFACFS, ATTN: ATZR-LSM, on DA Form 2028 (Recommended Changes to Publications and Blank Forms).

**1-4. REQUESTS FOR CLARIFICATION OR DEVIATION.** Forward requests for clarification of or deviation from this regulation and related supply policy/procedural publications through command channels to Cdr, USAFACFS, ATTN: ATZR-LSM. Make requests for clarification by calling Directorate of Logistics (DOL), Supply and Service Division (S&SD) 442-5171/3701.

**1-5. RESOLUTION OF CONFLICTS WITH OTHER PUBLICATIONS.** Fort Sill will resolve any conflict between this regulation and other publications IAW AR 25-30 and paragraph 1-38 below.

**1-6. FORMS (MANUAL/AUTOMATED).** Forms mentioned within this regulation apply equally to manual or automated systems.

### **Section II. ACCOUNTING FOR AND CONTROLLING PROPERTY**

**1-7. MANAGING AND ACCOUNTING FOR SOFTWARE, MAGNETIC TAPES, FLOPPY DISKS, COMPACT DISKS.** Refer to AR 710-2 and DA Pam 710-2-1.

**1-8. ACCOUNTING FOR BASIC LOAD OF AMMUNITION.** Account for all basic load and operational load ammunition at each level of distribution down to individual user.

a. Basic Load Ammunition. All TOE/TDA organizations will maintain property book pages for basic loads of ammunition IAW DA Pam 710-2-1. When basic load is stored at Ammunition Supply Point (ASP), record on header property book page the document number from DA Form 581 (Request for Issue and Turn-in of Ammunition) and ASP-provided location of stock reserved for unit's basic load.

b. Operational Load Ammunition. Operational loads are authorized for Directorate of Public Safety (DPS) Law Enforcement Branch and Criminal Investigation Division (CID) units. Maintain formal accounting records for operational loads IAW DA Pam 710-2-1. These formal accounting records are required.

#### **1-9. ACCOUNTING FOR EQUIPMENT IN PLACE (EIP).**

a. EIP property is issued for installation in buildings (i.e., ranges, reach-in refrigerators, deep-fat fryers, floor-mounted mechanically cooled water dispensers, generators, window air conditioners, etc.).

b. Account for EIP on property records as prescribed in AR 710-2, DA Pam 710-2-1 and CTA 50-909. Requirements of AR 735-72 do not apply to organizations supported by this installation.

c. Do not remove installed serviceable EIP from buildings/facilities without prior approval of Directorate of Public Works (DPW), USAFACFS. Organizations moving from one building to another will not remove EIP once recorded on their hand receipts. List such items on hand receipt, by building number, and transfer to organization assuming responsibility for the building, unless the equipment is classified unserviceable. Losing organization will turn-in equipment classified unserviceable by DPW through Consolidated Property Book Office (CPBO).

d. If building is to be demolished, hand receipt holder (HRH) will submit DA Form 4283 (Facilities Engineering Work Request) through CPBO to DPW requesting disconnection and classification of installed equipment, and process turn-ins accordingly.

e. Organizational personnel will not install or disconnect EIP property. DPW personnel will perform installation or disconnection only after approval of DA Form 4283.

**1-10. ACCOUNTING FOR LOST, DAMAGED, AND DESTROYED GOVERNMENT PROPERTY.** When property issued on hand receipt is lost, damaged or destroyed, refer to AR 735-5 and chapter 8 of this regulation for instruction and guidance.

#### **1-11. ACCOUNTING FOR SAFETY SPECTACLES.**

a. Prescription Safety Spectacles. Do not account for these type spectacles on a property book. They are issued as nonrecoverable protective equipment. Issue of these type spectacles will be made as follows:

(1) Military Personnel. Record issue on appropriate health record.

(2) Civilian Personnel. Individual receiving spectacles will sign issue document indicating receipt.

b. Plano Safety Spectacles.

(1) Although coded expendable, account for these type safety spectacles on a property book IAW AR 735-5 and DA Pam 710-2-1.

(2) Make issues to individuals on DA Forms 2062 (Hand Receipt). When individual no longer requires the item or is transferred, turn in spectacles to PBO.

**1-12. ACTIVATION PROCEDURES (TOE only).** Refer to Command Mobilization and Deployment Planning System (COMDEPS) VOL III, Part 1, Fort Sill Mob Plan Annex D (Logistics) 26 Feb 1996.

**1-13. AUTHENTICATION OF PRIORITY 01 THROUGH 08 REQUESTS.** Authorized personnel must authenticate Priority 01 through 08 Request for Issue (DA Form 2765/2765-1 and DD Form 1348-6) as outlined in DA Pam 710-2-1.

**1-14. CANNIBALIZATION (CAN) POINT PROCEDURES.**

a. General.

(1) CAN point, located west of Building 2258, is operated by Supply Department (SD), base operations contractor (BOC). CAN Point provides a supply source for authorized low mortality or difficult to obtain repair parts, components, and assemblies by recovering them from vehicles/equipment designated for local disposal.

(2) CAN Point is the primary source of supply for nonstocked items (NSI) in the Army supply system. This facility should be the first source of supply for items coded salvage, manufacture, or local purchase as well as for other NSI demands.

(3) DOL publishes monthly a list of types of vehicles/equipment on hand in CAN Point in "The Billboard." Items available are predominantly automotive parts recovered from wheeled vehicles, which have been designated for local disposition to Defense Reutilization and Marketing Office (DRMO).

(4) Units/activities are not authorized to turn in repair parts or items to CAN Point.

b. Submission and Preparation of Requests.

(1) Organizations may submit DA Form 2765-1 to CAN Point for items coded "C," "M," or "X2" in applicable technical manuals.

(2) You may request items due out to organizations from SD, BOC, 588th Maintenance Company, or 226th Maintenance Company that have not been received within priority time frame, from CAN Point. DA Form 2765-1 will indicate same document number as that on status card, which will accompany request for required item.

(3) Prepare requests to CAN Point on DA Forms 2765-1. Form must contain the following data:

<b>BLOCK</b>	<b>EXPLANATION</b>
D	Document identifier code: DHA.
E	Routing identifier code: AY5.
L	Accounting Processing code, if applicable.
M	Unit Price.
N	Total Price.
4, 5, & 6	Stock Number: NSN, MCN, or manufacture code/part number.
7	Unit of issue.
8	Quantity requested.
9,10,11,12	Document number: DODAAC/Julian date/serial number.
13	Demand: R (recurring).
17	Fund code.
20	Priority.
72	Management code: M (CAN Point demand).
P	Publication data: Type, number, date and page number of publication.

#### **1-15. CIVILIAN CLOTHING.**

##### **a. Authorization.**

(1) Request and procure civilian clothing required by enlisted personnel for performance of official duty IAW AR 700-84, chapter 8.

(2) Request and process civilian clothing required by individuals released from active military service UP AR 700-84 IAW AR 700-84, chapter 12, and procedures below.

**b. Preparation of Request for Civilian Clothing.** Organization commander of individual being released from active military service IAW AR 700-84 will prepare a memorandum in four copies indicating civilian clothing requirements. Additionally, requesting organization prepares DD Form 1348-6 as follows, attaches it to memorandum, and forwards to PBO:



- (1) Prepare request IAW DA Pam 710-2-1, omitting CC 30-43 and APC.
- (2) CC 8-15 (FSCM/part number): 8405-NSN.
- (3) CC 23-24 (unit of issue): "AT" (assortment).
- (4) Block 7 (item description): CIV CLO (SHIRT/TROUSERS or BLOUSE/SKIRT, and JACKET, if required).

c. Processing Request for Civilian Clothing.

- (1) Hand carry civilian clothing requirements memorandum, with DD Form 1348-6 attached, to appropriate command for entry of nonexpendable document number (CC 30-43) APC above CC 70-80, and Fund Code in CC 52-53.

<b>MAJOR SUBORDINATE COMMAND</b>	<b>DODAAC</b>	<b>APC/AOCC</b>
17th FA Bde	WK4X48	A403B
75th FA Bde	W44DSB	A403B
212th FA Bde	W44GU5	A403B
214th FA Bde	W44DRC	A403B
HHB, III CA	W81BOD	A403B
USAFATC	W44NS9	A403B
OTC	W44DUV	A403B
USAFAS	W44DVM	A403B
Regional Correctional Facility	W804A6	A403B
95th AG Bn (Reception), FATC	W804A6	A403B

- (2) Hand carry three copies of civilian clothing requirements memorandum, with annotated DD Forms 1348-6 attached, to DOL S&SD, Building 1655, for review and processing.

(a) DOL S&SD will furnish one copy of civilian clothing requirements memorandum to requesting organization, after approval. Use copy to record issue of clothing to individual and to retain as organization file copy.

(b) DOL S&SD will process approved DD Forms 1348-6 for procurement action.

(c) Use approved civilian clothing requirements memorandum for issue to applicable individual. Type the following statement on memorandum and have individual receiving the clothing sign:

### **ACKNOWLEDGMENT OF RECEIPT**

"I, (Name, Rank, SSN), acknowledge receipt of the civilian clothing items listed above in the quantity shown."

\_\_\_\_\_  
(Signature)

(d) Retain organization copy of civilian clothing requirements memorandum, indicating acknowledgment of receipt IAW AR 25-400-2.

d. Turn-In of Recoverable Uniform Items. Enter items withdrawn from an individual separated from active military service IAW AR 700-84, on DA Form 3078, in triplicate, and turned in to SARSS 9F Manager, Building 2102. Annotate "Turn-in" in "Type of Transaction" block. Distribution of DA Form 3078 is as follows:

- (1) SARSS 9F Manager will retain the original.
- (2) Individual's organization will retain one copy.
- (3) File one copy with individual's personnel records.

### **1-16. CLEARANCE PROCEDURES.**

a. Commanders/directors are responsible for ensuring compliance with AR 700-84, AR 710-2, AR 735-5, and DA Pam 710-2-1 prior to granting clearance to individuals departing their unit/activity.

b. Hand receipt holders supported by or collocated with CPBO will use the following procedures:

(1) Organization commander/director will notify CPBO of an impending change in primary HRH 30 days prior to scheduled change. In the event of unscheduled change in HRH, notify CPBO within 1 working day of action causing unscheduled change.

(2) Conduct change of HRH inventories IAW AR 710-2 and DA Pam 710-2-1, and account for discrepancies IAW AR 735-5. Incoming and outgoing HRH will schedule a briefing with CPBO prior to conducting joint inventory.

(a) Outgoing HRH will meet with CPBO no less than 15 working days prior to scheduled change of HRH to review all change documents initiated since the most recent hand receipt update. Post change documents that have not been posted to the hand receipt. Provide working copy for conducting joint inventory.

(b) Complete any adjustment documents and bring them to CPBO for posting no less than 8 working days prior to scheduled change.

(c) CPBO will freeze the hand receipt 7 working days prior to scheduled change; no issues or turn-ins will be made until incoming HRH signs the hand receipt. Outgoing HRH remains responsible for property until incoming HRH signs hand receipt.

(d) CPBO may direct additional adjustment documents as a result of joint inventory.

(e) If differences appear after adjustment documents have been posted and incoming HRH has signed for property, the master hand receipt retained by CPBO will be considered correct.

(3) HRH is responsible for accomplishing sub-hand receipt holder inventories and hand receipt update prior to change of sub- or primary hand receipt holder.

(4) Commanders/directors will notify DPW Furnishings Management Office (FMO) PBO 30 days prior to change in primary HRH or individuals departing unit/activity. All HRHs supported by FMO PBO will clear through that office prior to departure.

#### **1-17. COMMERCIAL EQUIPMENT/SUPPLIES.**

a. Commercial Equipment. An item of equipment which does not require type classification IAW AR 70-1 (spares, repair parts, and maintenance services) and is to be obtained from local sources or furnished exclusively from sources other than Army wholesale supply system. Commercial equipment authorized for requisitioning will be only minimum essential equipment required by organization to accomplish its assigned mission.

b. Requisitions. Commercial equipment requests submitted to DOL S&SD will cite appropriate authorization document, contain necessary signatures, and have required documentation attached.

c. Accountability. Maintain accountability IAW AR 710-2 and DA Pam 710-2-1. Commercial item will carry same classification and accountability requirements as a similar standard item on the FEDLOG, regardless of unit price. By using this classification procedure, authorize and account for items such as cameras, radios, etc., with unit price of less than \$300, in the same manner as standard items.

(1) CPBO will notify DOIM upon receipt of copiers, supplying make, model number, serial number, date of installation, primary operator's name and phone number, and physical location to include building and room numbers.

(2) Within 30 days of receipt of automated data processing equipment (ADPE), CPBO will notify DOIM that the ADPE or commercial software has been received. Information required is type of equipment or software, manufacturer's name, model number, serial number, date received, and location.

(3) When an organization receives direct delivery, UIMO will provide PBO with required information in (2) above; and PBO will provide information to DOIM ETD.

d. Limitation. Only controlling activity, IAW listed governing regulations, authorizes following equipment:

TYPE OF EQUIPMENT	GOVERNING REGULATIONS	CONTROLLING ACTIVITY
ADPE	AR 25-1	DOIM
Audiovisual and related items	AR 25-1	DPTM TSC
Communication equipment (pagers, intercoms, facsimiles, answering machines, cellular phones, hand-held radios)	AR 25-1	DOIM
CTA type items	AR 71-32	DRM
DA controlled items	AR 71-32	DRM
Lawn and garden equipment	AR 71-32	DPW
Motorized files equipment	AR 25-1	DOIM IASB
Medical equipment	AR 40-61	MEDDAC
Microfiche processing equipment	AR 25-1	DOIM IASB
Office copiers	AR 25-30	DOIM IASB
Printing and related equipment	AR 25-30	DOIM IASB
Standard equipment	AR 71-32	DRM
Training devices	AR 350-38	DPTM TSC

e. The authorization and requisitioning process is contained in USAFACFS Regulation 725-2, Process to Acquire Equipment.

#### **1-18. COMMUNICATIONS WITH OTHER HEADQUARTERS/WHOLESALE SOURCES OF SUPPLY.**

a. Communications with Higher Headquarters. Submit requests for clarification of supply policy and procedural publications through command channels IAW AR 710-2 and DA Pam 710-2-1.

b. Communications with Wholesale Supply Sources. Procedures for telephonic and written communications with wholesale supply sources are as follows:

(1) Communications with Defense Logistics Activities (DLA); Armament, Munitions, and Chemical Command (AMCCOM); or General Services Agency (GSA) are restricted to installation level supply activities (i.e., Medical Supply and SD).

(2) Refer nonroutine inquiries concerning status of supply requests to Materiel Management Branch, SD, BOC; or Army Materiel Command (AMC) Logistics Assistance Office (LAO), Fort Sill.

c. Units/activities supported by CPBO. Address all inquiries for supply status to CPBO.

#### **1-19. COMMUNICATIONS SECURITY (COMSEC) EQUIPMENT.**

a. Procedures for request, control, and turn-in of COMSEC equipment are set forth in TB 380-41.

b. Property book accounting requirements for COMSEC equipment is prescribed in DA Pam 710-2-1.

#### **1-20. COMPONENTS OF END ITEMS.**

a. Explanation of Terms. Following items are pertinent to this paragraph on property accountability for discretionary components of end items and are collectively referred to as components in this paragraph only.

(1) Basic Issue Items (BII). BII are items required to operate equipment and enable it to perform mission and function for which it was designed or intended. BII will accompany the end item/system when issued, turned in, transferred or retrograded. BII will be on-hand or on request unless higher headquarters provides a Memorandum of Authorization that BII not be issued.

(2) Components of End Items (COEI). COEI are items installed at time of manufacture or rebuild. These items will accompany the major end item throughout its life cycle.

(3) Items Troop Installed or Authorized (ITIA). ITIA are items identified in appendixes of operator's/crew level technical manuals as authorized but not issued with end item. They are discretionary common tools and equipment items, and you may request them to support end item based on approval of commander. These items are not required to accompany equipment during its life cycle. Approval of commander, authorized by paragraph 1-20b below, is required.

(4) Additional Authorized List (AAL). See paragraph (3) above.

(5) Expendable Supplies and Materiel (ESM). ESM are items required for maintenance support of equipment requested IAW CTA 50-970. These items are not required to accompany equipment upon issue, transfer, or turn-in. Consumable maintenance and operating ESM items do not require approval by commander or accounting by hand receipt procedures.

b. Approving Authority for ITIA/AAL Items. Restrict ITIA/AAL items approved for requisition by commanders to minimum essential for mission accomplishment and tailor them to climatic conditions and organizational mission. Following commanders are authorized to approve ITIA/AAL items for their organizations:

- (1) III Corps Artillery (III CA).
  - (a) DCO, III CA for HHB, III CA.
  - (b) Commander, 17th FA Brigade.
  - (c) Commander, 75th FA Brigade.
  - (d) Commander, 212th FA Brigade.
  - (e) Commander, 214th FA Brigade.
- (2) Chief, S4, 30th FA Regiment.
- (3) Commander, Field Artillery Training Center.
- (4) Commander, OTC Fire Support Test Directorate.
- (5) Commander, Personnel and Support Battalion (P&SB).
- (6) Commander, applicable ARCOM/GOCOM.
- (7) Commander, U.S. Army Third ROTC Regulation.
- (8) Commander, U.S. Army Research Institute.
- (9) Commander, U.S. Army Medical Department Activity (MEDDAC).
- (10) DOL, USAFACFS, for those activities not listed above.

c. Approval of Discretionary Components. List ITIA/AAL items on plain bond paper for each end item, entitled "ITIA/AAL Discretionary Item List — (enter description of end item)," and include organization name and date of preparation. List will contain ITIA/AAL items required (i.e., NSN, noun, U/I, and quantity). Commanders listed in paragraph b above will review and approve/disapprove list. Commander will date and sign approved lists. Attach copy of approved ITIA/AAL list to DA Form 2062 (Hand Receipt/Annex). Approving authority will retain original copies of approved listings for control and duplication as needed and provide information copy to PBO.

d. Accounting for Components. Account for components IAW DA Pam 710-2-1, chapter 6, and procedures outlined above.

## **1-21. CONSOLIDATED ARMS ROOMS.**

a. Accountability and Security Requirements. AR 710-2, DA PAM 710-2-1, and AR 190-11 with FORSCOM/TRADOC supplements establish supply accountability and security policy and procedures for organizations with or without consolidated arms rooms. Following procedures apply to organizations **with** consolidated arms rooms.

b. Battalion Commanders. Battalion commanders are responsible to for—

(1) Appointing one officer (Consolidated Arms Room Officer In-Charge) on orders who will have direct responsibility for control (landlord) of consolidated arms room IAW DA Pam 710-2-1.

(2) Ensuring a memorandum of agreement between landlord and each commander (tenant) is prepared and jointly signed. Memorandum of Agreement will specifically delineate/delegate individual responsibility for sharing the arms room. This agreement should address such areas as maintenance of equipment, alarm system, access rosters, storage of privately-owned weapons, and issue and turn-in procedures.

(3) Developing and implementing SOP covering supply accountability and physical security of consolidated arms rooms; procedures must outline responsibilities of battery/company commanders and unit armorers/designated individuals. Higher command must approve SOP.

(4) Ascertaining that PBO issues weapons/sensitive items directly to owning battery/company commander who will sub-hand receipt these items to unit armorer or designated individual.

c. Battery/Company Commanders. Battery/company commanders are responsible for their own weapons and sensitive items and will comply with provisions of AR 710-2, AR 190-11, this regulation, and consolidated arms room SOP in regards to receipt, issue, control, inventory, turn-in, and security of weapons/sensitive items.

## **1-22. DELEGATION OF AUTHORITY - RECEIPT FOR SUPPLIES.**

a. Preparation. If required, organizations will prepare DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) IAW DA Pam 710-2-1 and this regulation. If accountable/responsible officer personally requests and receives supplies, DA Forms 1687 are not required.

b. Requesting/Receiving Supplies and Equipment. Only individuals on assumption of command orders or appointing memorandum, or listed on valid DA Forms 1687 or DD Forms 577, filed with each supporting supply activity (SSA), are permitted to request and sign for supplies and equipment.

c. Authorization by Commander or Accountable Officer.

(1) Sign and submit DA Form 1687 for SSA not listed in paragraph d below (e.g., 226th Maintenance Company) IAW SOP of SSA.

(2) Organization PBO or commander will sign DA Form 1687 for all other SSA, as appropriate.

(3) Newly appointed PBO/supply officers/commanders will comply with DA Pam 710-2-1 and be sure assumption of command orders or appointing memorandum is sent to each SSA from which supplies are drawn.

d. Distribution.

<b>SSA</b>	<b>NUMBER OF COPIES REQUIRED</b>
S&SD, DOL	1
CPBO, DOL	1
CIF, DOL	1
FMO, DPW	4
Medical Supply, MEDDAC	2
Army Military Clothing Sales Store (AMCSS)	1
Ammunition Supply Point (ASP)	3

e. Use of DD Form 577. Use DD Form 577 (Authorization Card) instead of DA Form 1687 when processing transactions with BOC and DOL activities, except ASP.

(1) Battalion commanders/directors/contractors (customers) will designate by memorandum to Cdr, USAFACFS, ATTN: ATZR-LS, name, grade, and signature of individuals authorized to issue DD Form 577. Customers must provide up-to-date, accurate lists to DOL.

(2) Instructions for completion of DD Form 577 are in AR 37-103.

(3) Cardholder will present DD Form 577 and government ID card (contractor personnel may use driver's license) at transaction/issue point.

(4) Issue DD Forms 577 only to individuals assigned to conduct business with DOL. Customers will be sure DD Forms 577 are turned in when individuals depart unit/activity.

(5) Customers are responsible for reporting lost, stolen, and turned in/canceled DD Forms 577 to Chief, S&SD, DOL, and for requesting publication of lost or stolen cards in "The Billboard."

(6) Laminate issued DD Forms 577 as added protection against fraud and abuse.



f. Units/activities supported by or collocated with CPBO will designate name, grade, organization, and requested facilities as shown on reverse of DD Form 577 by memorandum to Cdr, USAFACFS, ATTN: ATZR-LSP. CPBO will issue and control DD Forms 577.

(1) Customers will designate primary HRH by name, grade, position, and unit/organization/activity by memorandum to CPBO.

(2) CPBO requires three copies of DA Form 1687.

### **1-23. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC).**

a. Request for Assignment/Change/Deletion of DODAAC, to include "dummy" DODAAC. Submit requests in writing for additions, changes, or deletions of DODAAC to Cdr, USAFACFS, ATTN: ATZR-LSM (DODAAC Coordinator) IAW AR 725-50, chapter 9.

b. Submit the following information for a new DODAAC:

(1) A valid Unit Identification Code (UIC) registered on Status of Resources and Training (SORTS).

(2) Department of Army General Orders or specific rationale.

(3) Effective date.

(4) Type of DODAAC required.

(a) Property Book.

(b) Stock Record Account — Class II/IV/VII or VIII.

(c) Any other requester (PLL, POL, expendable-durable, shop stock, inter/intraservice support agreements).

(5) Requisition authorization.

(a) Authorized to requisition.

(b) Unauthorized to requisition.

(6) Clear address. You **must** include the Zip Code + four. Fort Sill organizations will use 73503-5100.

(7) Break Bulk Point.

c. Prior to submitting a request to delete a DODAAC, submit cancellation requests for all outstanding requisitions. When applicable, provide a copy of deactivation orders, along with written request.

d. To change a DODAAC. Submit all information listed in paragraph b above.

e. Requests for dummy DODAAC must include activity's name, justification to include rationale why activity does not possess a valid DODAAC, length of time required, and higher headquarters.

f. SSA DODAAC Assignments. Following DODAAC are assigned to installation SSA:

(1) DOL S&SD: W44DQ1.

(2) Medical Supply Officer: W44DQ6.

(3) DOL S&SD TISA: W44DQ8.

(4) DRMO: SZD487 (authorized turn-in of excess materiel only).

(5) DPW: W44DQ7.

g. Commands/directorates supported by CPBO will coordinate with CPBO prior to requesting additional or derivative DODAAC.

#### **1-24. DISPOSITION OF PROPERTY RECORDS.**

a. Dispose of Property Records. Dispose of property books and related records IAW DA Pam 710-2-1 and AR 25-400-2.

b. Inactivation/Discontinuance of Organization/Activity. Dispose of property books and related active/inactive records maintained by organizations IAW AR 25-400-2, File Number 710-2a, subparagraph b.

#### **1-25. DOCUMENT REGISTER.**

a. Document Register. Maintain a document register for supply actions IAW DA Pam 710-2-1, chapter 2 and/or SARSS End User Manual (EUM), as applicable, except maintain an expendable document register for training ammunition.

b. SSA/RIC Codes. SSA DODAAC and routing identifier codes (RIC) are as follows:

(1) Requests submitted to DOL S&SD: DODAAC: "DQ1"; RIC: "AY5."

(2) Requests submitted to Medical Supply: DODAAC: "DQ6"; RIC: "1C1."

(3) Turn-in requests submitted to DRMO: "487."

c. Document Register for Bulk POL Products. Maintain a separate document register IAW AR 70-12.

d. Document Register for Packaged POL Products. Record requests for packaged POL products (oil, grease, hydraulic fluid, etc.) in applicable PBO expendable document register.

e. Document Register for Ammunition Items.

(1) All DA Forms 581 (Request for Issue and Turn-In of Ammunition) will indicate expendable document numbers. Record these requests in an expendable document register or in a separate register using a block of serial numbers maintained only for ammunition. If a separate register is established, maintain it using expendable document number procedures IAW DA Pam 710-2-1, chapter 2. Requests for ammunition required for immediate use (e.g., training purposes) will have statement, "Do not post to property book" entered in column e, DA Form 2064. Basic and Operational Loads are accountable and are entered in the unit property books IAW AR 710-2.

(2) File completed ammunition requests for issue and turn-in in appropriate document file as nonpostable transactions.

f. Posting to Document Register when Due Out is Not on Organization Record. When a due out on quarterly/monthly reconciliation listing is not on organization's DA Form 2064, use following procedures to post transactions on document register:

(1) Post document number indicated on Due Out Listing to document register regardless if item is required or not. If DODAAC was erroneously assigned, request assistance from Materiel Management Branch, SD, BOC.

(2) Enter asterisk (\*) to left of last document number posted for specific Julian date involved. Enter remark in column "e" indicating page where omitted document number is posted (e.g., "See additional document, page 7").

(3) Enter applicable data pertaining to document on next available line of document register. If item is not required, submit cancellation transaction (AC1/AK1). If item is still required, submit follow-up transaction (AF1/AT).

g. Document registers for units/activities supported by or collocated with CPBO are restricted to those registers authorized by AR 710-2 and DA Pam 710-2-1.

## **1-26. EQUIPMENT ALLOWANCES.**

a. Policy. AR 710-2 establishes policy for maintaining authorized allowances of equipment. However, AR 71-32 authorizes organizations to request added/increased TOE/TDA equipment allowances and to cancel deleted/decreased allowances 210 days prior to effective date (EDATE) of approved TOE/TDA.

b. Obtaining Equipment Excess to Authorized Allowances. When there is a continuing requirement for equipment in excess of authorized allowances to perform a specific mission, submit request for change to authorized allowances as MTOE/TDA/CTA change IAW AR 71-32 and procedural letter/publication distributed by DRM, USAFACFS, or paragraph 1-17 above.

c. Reducing Authorized Allowance of Equipment. When TOE/TDA authorized allowances are considered excess to requirements, submit recommended change to TOE/TDA to Cdr, USAFACFS, ATTN: ATZR-RM. Upon submitting recommended change to TDA, organizations may turn in excess TDA equipment to SD.

d. Units/Activities Supported by CPBO. Provide a copy of DRM-approved request to reduce authorized on-hand allowances to CPBO prior to requesting turn in.

**1-27. FOUND ON INSTALLATION PROPERTY.** See DA Pam 710-2-1 and paragraph 7-13, this regulation.

**1-28. FREE TURN-IN POINT.**

a. Do not issue items from Free Turn-In Point unless authorized customers submit a DA Form 2765-1. Request must have customer's DODAAC, document number, NSN, unit of issue and quantity requested.

b. Do not charge customer for items issued from Free Turn-In Point. Customer must present DD Form 577 upon receipt of item(s). SD will process a demand history input (DHA) at the end of each month for each DA Form 2765-1 to capture demands.

c. Turn-in procedures are listed in paragraph 1-44, this regulation.

**1-29. INTEGRATED COMMERCIAL INTRUSION DETECTION SYSTEM (ICIDS).**

a. ICIDS Authority and Purpose. ICIDS is a system designed to provide continual surveillance of arms storage facilities and other designated storage areas. Authority for ICIDS components is CTA 50-909, Table 40, or CTA 50-970. Base type and quantity of ICIDS components on size and configuration of storage area; therefore, applicable ICIDS Coordinator must approve system. DPS Physical Security Branch acts as ICIDS Coordinator for Fort Sill.

b. Funding for ICIDS. Process initial or replacement request of ICIDS components approved by Army Aviation and Missile Command (AMCOM) as "free issue" to organizations.

c. Installation of ICIDS. Units will submit DA Form 2407 through DPS Physical Security Branch to Communications-Electronic Unit, Maintenance Department, BOC, Building 2258W.

d. Issue/Turn-in Requests. Organization PBO will request issue and turn-in of ICIDS components IAW SARSS End Users Manual (EUM), except annotate block "O," DA Form 2765-1, "ICIDS" and underline in red ink/pencil. Annotate turn-in documents to indicate DOL approval for turn-in of unserviceable components.

### **1-30. MLRS MISSILE SUPPLY SUPPORT.**

a. The 19th Maintenance Battalion provides PLL supply support and DS/GS maintenance/technical assistance for MLRS III CA units. SD will support all other MLRS units/activities.

b. Applicable SSA is responsible to establish and furnish detailed SOP to MLRS organizations.

### **1-31. LATERAL TRANSFER/DISPOSITION OF EXCESS SUPPLIES AND EQUIPMENT.**

a. Disposition. When supplies and equipment are no longer authorized, attempt to laterally transfer items and fill any existing shortages within each echelon of command. Turn in excesses that cannot be laterally transferred IAW AR 750-1.

b. Lateral Transfer Procedures. Laterally transfer property IAW AR 710-2 and DA Pam 710-2-1 and following additional procedures:

(1) Approval of dining facility equipment (other than installed).

(a) DOL IFSO will validate requirement to laterally transfer dining facility equipment between active Army organizations.

(b) Lateral transfer of dining facility equipment by active Army organizations to or from CPBO requires coordination between IFSO and CPBO.

(2) Approval of other active Army installation property lateral transfers. Brigade commanders within III CA may approve lateral transfers within their brigades. All other units/activities must have CPBO approval. Upon deactivation, auditor of zero balance property books must verify laterally transferred items other than RICC 1 and 2 at receiving unit.

(3) Approval of ROTC lateral transfers. Submit such documents to Commander, U.S. Army Third ROTC Region, Fort Riley, KS 66580-5000 for approval action.

(4) Approval of USAR lateral transfers. Submit USAR lateral transfer documents to applicable ARCOM/GOCOM for approval action.

(5) Copies required. Prepare lateral transfer documents in sufficient copies to provide one copy for approving authority files and one copy each for gaining and losing organizations. Manual property book accounts will also provide one copy to CBS-X Coordinator, SD, BOC. Provide copy of lateral transfer documents for office machines to DOL S&SD.

(6) Component shortages. If end item being transferred has missing components, use procedures outlined in DA Pam 710-2-1. If end item has no missing components, enter "NO COMPONENT SHORTAGES" in bold letters above statement by losing PBO.

(7) Statements required on DA Form 3161:

(a) From gaining organization: PBO will sign statement indicating appropriate document that authorizes item (e.g., TOE, TDA, CTA 50-909) and that receipt of item will not cause organization to exceed its authorized allowances. This statement is not required for lateral transfers to TSC, FMO, or CIF or lateral transfer of dining facility equipment.

(b) From losing organization: Statement signed by PBO indicating that item is excess to authorized allowances.

(8) Transfer of funds. Do not transfer Operations and Maintenance, Army (OMA) funds from losing to gaining organization when property with missing stock funded components is transferred between active Army organizations at this installation.

(9) Transfer of weapons. See chapter 2, section IX, this regulation.

c. Lateral Transfer of Accountability to and from Contractors. When government property is to be transferred to or from a contractor (KR), the following procedures will apply:

(1) For transfer of accountability, government-furnished property (GFP) must be for the sole use of the KR in performing the requirements of the contract.

(2) If FAR Clause 52.245-1 is cited in the contract, CPBO/PBO will transfer accountability to the contracting officer (KO) who approved the contract or, if authorized by KO, to designated government property administrator (GPA). GPA will maintain property records. These records will be kept separate and distinct from installation property book records.

(3) If FAR Clause 52.245-1 is not cited in the contract, CPBO/PBO will submit the transfer document to the KO or GPA, if designated, for approval prior to transfer of GFP to KR.

(4) Document transfer of accountability on either DD Form 1149 (Requisition and Invoice/ Shipping Document) or DA Form 3161 (Request for Issue or Turn-in).

(5) Units/activities will not issue, loan, or transfer government property to any KR without approval of KO who approved contract or designated GPA.

(6) KR will conduct a joint physical inventory of GFP when specified by the contract, with CPBO/PBO or GPA, or their designated representative(s), prior to beginning the contract period.

(7) On completion of inventory and acknowledgment of receipt for GFP on DD Form 1149 or DA Form 3161, CPBO/PBO will post the transfer document as a loss to the Army's accounting records. CPBO/PBO will provide copies of transfer documents for RICC 2 items to the installation central collection activity for CBS-X IAW chapter 2, section IV, this regulation.

(8) CPBO/PBO will maintain authorization, identification, and management data for GFP transferred to KR or KO/GPA UP of FAR 45. CPBO/PBO will retain zero-balance property records until property is returned to CPBO/PBO by KR/GPA or authorization is terminated.

(9) KR, CPBO/PBO, and GPA or their designated representative(s) will conduct a joint physical inventory of GFP prior to termination or completion of a contract. On completion of inventory and acknowledgment of receipt for GFP by CPBO/PBO, KR or GPA will post the loss to accountable records. If KR retains GFP for the follow-on contract, a joint physical inventory or transfer of property is not required. GPA may waive this requirement UP of FAR 45.508-1.

(10) GPA appointed by KO for the contract will ensure KR reviews, accounts for, stores and disposes of GFP UP of FAR Part 45, the contract, and these procedures, as applicable.

#### **1-32. MARKING OF GOVERNMENT TOOLS.**

a. Marking. Commanders may require their organizations to place organization identification markings on tools; however, they should consider loss experience and cost effectiveness.

b. Removal of Markings. If tools are marked with organization identification, obliterate markings before turn-in as serviceable to Storage Section, SD. Obliterate markings by filing or grinding them down to a smooth surface and ensuring that it will

not materially affect tools. Obliteration of markings is not required when unserviceable tools are turned in.

### **1-33. OFFICE MACHINES.**

a. Exclusions. Items listed in (1) through (7) below are excluded from these procedures; submit requests for these items IAW regulations cited and obtain approval prior to submitting request through PBO to S&SD, DOL.

(1) ADPE associated data input-output devices requested IAW AR 25-1.

(2) Electronic typewriters, LIN 99100N, IAW CTA 50-909. Typewriters having separate screens/floppy disk drives are ADPE (Group 70) and are requested IAW AR 25-1.

(3) Micrographic readers/printers requested IAW AR 25-1.

(4) Office copiers requested IAW AR 25-30. See website below for additional information.

[http://sill-www.army.mil/doim/copier\\_program/index\\_copier.htm](http://sill-www.army.mil/doim/copier_program/index_copier.htm)

(5) Motorized filing equipment requested IAW AR 25-1.

(6) Printing equipment requested IAW AR 25-30.

(7) Certain configurations of programmable calculators requested IAW AR 25-1. programmable calculators are machines having one or more of following characteristics:

(a) Input and output automatically processed on ADPE devices (e.g., tabulating card readers, magnetic tape readers, cathode ray tubes, plotters, or printers).

(b) Operation is through common use-type software.

(c) Mass storage devices are utilized for processing of software residence.

(d) Capable of operating in a general-purpose mode.

(8) To requisition ADPE, first contact DOIM Equipment Analyst, for guidance concerning equipment needed. Based on this guidance, submit completed DD Form 1348-6 using user's DODAAC and UIC to DOIM. For new hardware requisitions, include a copy of the information technology (IT) assessment worksheet with the DD Form 1348-6. Hardware that is replacing existing outdated or obsolete hardware does not require an IT worksheet. Software that is listed in the Joint Technical Architecture - Army list of supported software does not require an IT worksheet.



(9) To requisition office copiers, user must first submit request IAW AR 25-30 to DOIM. After receipt of approval document, requester must arrange with funding office for transfer of funds to DOIM for purchase. After funding action is complete, requester will prepare DA Form 3953 and submit it with supporting documentation to DOIM. Supporting documentation includes the approval document and all enclosures thereto.

(10) Units/activities supported by or collocated with CPBO will forward documents listed above to CPBO for assignment of document number and forwarding to DOIM.

b. Preparation of Request for Approval of Initial Allowances. Organization commanders or equivalent TDA division/branch chiefs will prepare initial requests for approval based upon following essential requirements:

(1) CTA requirement generated by on-board employment increase.

(2) Meet requirement of newly assigned missions or essential requirements generated by need (not related to on-board employment increase) to increase program efficiency which must be specified in request.

(3) Request for typewriters/calculators with features in excess of standard item description of CTA 50-909 and/or mandatory Federal Supply Schedule (FSC Group 74) will be justified. Daily utilization percentages contained in CTA 50-909, appendix D, is the minimum required for each feature.

(4) Requests will include justification, in addition to daily utilization percentages required by CTA 50-909, appendix D, for dual pitch capacity and intended use of fonts (type elements) when more than one font is required.

(5) Requests must include inventory of similar type machines on hand, to include models, and their daily utilization percentages.

(6) Requests will indicate names, locations, and telephone numbers of individuals to contact if additional information is required.

(7) Submit requests for initial authorization by memorandum to commander or designated representative authorized to review and approve request IAW paragraph c below.

c. Initial Allowance Approving Authority. Commanders or designated representatives of following organizations will review and approve initial authorization for office machines for subordinate organizations, except when approval is required IAW paragraph 1-33a above.

(1) III CA.

(2) USAFAS.

- (3) USAFATC.
- (4) OTC FSTD.
- (5) P&SB , USAFACFS (approve authorizations for HHB, Btry A, and 77th Army Band).
- (6) 4<sup>th</sup> Bde, 75<sup>th</sup> Div (TS), Fort Sill.
- (7) FATDS Software Spt Gp.
- (8) USACC, Fort Sill.
- (9) ARCOM/GOCOM (USAR).
- (10) U.S. Army Third ROTC Region.
- (11) U.S. Army Research Institute.
- (12) USAMEDDAC
- (13) DRMO.
- (14) DOL, USAFACFS (approves authorizations for directorates, offices, activities, and tenants not listed above).

d. Approval of Initial Allowances. Commanders or designated representatives authorized by paragraph 1-33c above will review requests for accuracy of indicated workload, determination of need IAW paragraph 1-33b above, and technical adequacy to match office machine capabilities with requirements, and approve/disapprove requests, as appropriate.

e. Submission of Requests for Initial Issue. Submit DD Form 1348-6 and copy of command approval through organizational budget and CPBO to DOC, Building 1802. Requirements of mandatory Federal Supply Schedules, available at DOC, must be met.

f. Submission of Requests for Replacement Issue. Requesting units/activities will submit DD Form 1348-6 with blue (organization) copy of DA Form 2407, which classified machine to be replaced as irreparable to PBO. Approval of replacement requests by commander or designated representatives is not required unless approval by DOIM is required IAW paragraph 1-33a above. Requirements of mandatory Federal Supply Schedules available at DOC, must be met.

#### **1-34. PHOTOGRAPHIC, TELEVISION, TRAINING, GRAPHIC ART, AND AUDIOVISUAL EQUIPMENT.**

a. Management. DPTM Training Support Center (TSC) manages photographic, photoprocessing, television, audio, graphic art, broadcast equipment and systems, and training devices as defined by AR 71-32. Additionally, TSC manages training and audiovisual support facilities for the installation, less activities that have been granted exception from policy.

b. Request for Authorization and Issue. Submit all requests for standard and nonstandard equipment managed by TSC, regardless of unit price, IAW AR 25-1, chapter 7, and AR 350-38, and document requests, if applicable, IAW AR 71-32. Process requirements for additions, deletions, modifications, and/or FWT replacement of photographic and audiovisual support equipment and training devices to Commander, USAFACFS, ATTN: ATZR-TS (TSC), Fort Sill, OK 73503-5100. Do not submit requests for issue (DA Form 2765-1 or DD Form 1348-6) for equipment listed in paragraph 1-34a above, direct to DOL S&SD without written approval by TSC. Equipment authorized for FMO and dining facility equipment approved by IFSO are excluded from provisions of this paragraph.

**1-35. PREPARATION FOR OVERSEAS MOVEMENT (POM) PROCEDURES.** See USAFACFS Plan for Emergency Deployment (ED)/Emergency Deployment Readiness Exercise (EDRE).

**1-36. POSTING OF PROPERTY BOOKS.** Commanders for whom property books are maintained are responsible for compliance with AR 710-2 and DA Pam 710-2-1. Delays in posting will be explained in writing signed by the commander with a copy attached to each affected document.

**1-37. PROTECTIVE MASKS.**

a. General. Procedures for storage, maintenance, use, and inspection of protective masks and related equipment/supplies are in USAFACFS Regulation 700-10 and paragraphs below.

b. Issue to Individual on Permanent Change of Station (PCS).

(1) When PCS orders specify individual be equipped with protective mask, individual's organization will issue protective mask.

(2) Upon presentation of individual's orders, issue protective mask on DA Form 3645-1 to individual concerned.

(3) Assign document number to completed DA Form 3645-1, with copy of individual's orders attached, and process IAW DA Pam 710-2-1.

c. Filter Elements. After filter elements have served their intended purpose or fail to meet serviceability standards of SB 3-30-2, organization commanders will properly

dispose of filter elements removed from protective masks. Filters are hazardous waste. Store in a dry place until turned in. Request replacement filter elements through normal supply channels.

d. Turn-in of Unserviceable/Excess Protective Masks.

(1) Unit retains incomplete mask with complete serviceable facepiece assembly for repair part usage, using the NSNs of the component repair parts listed in the -20&P technical manuals.

(2) Strip all useable repair parts of unserviceable mask facepiece assemblies, to include condition codes F, G, or H, before turning in the faceblank to DRMO using the NSNs of the facepiece assemblies. The DA Form 2062 Hand Receipt/Annex number is not required.

(3) Turn in serviceable excess masks meeting 10/20 standards IAW TM 3-346-20&P for reissue IAW AR 25-50 & AR 710-2.

e. Requests for Protective Masks. Prepare requests for replacement of protective masks, if required, on DA Form 2765-1 and submit through PBO to SD, when unserviceable masks are turned in. Requests for protective masks will reflect authorization document and quantity authorized, on-hand, due in, and turn-in document number of unserviceable masks in "publication data" block of DA Form 2765-1.

f. Special Instructions. Do not remove parts from protective masks prior to turn-in or demilitarize salvage protective masks prior to turn-in by SD to applicable depots/DRMO for redistribution or demilitarization, as appropriate.

### **1-38. PUBLICATIONS.**

a. General. Required supply and functional related publications must be on hand and current in supply area. See appendix F, this regulation, for publications generally applicable to this installation.

b. Precedence of Publications.

(1) When Army regulations or circulars containing policies and procedures relating to acquisition (contracting) conflict with Federal Acquisition Regulation (FAR), Department of Defense supplement (DFARS), and Department of the Army supplement (AFARS), the FAR, DFARS and AFARS shall govern.

(2) USAFACFS Regulation 725-1. DA and TRADOC/FORSCOM policy and procedural publications take precedence over this regulation. If direct conflict exists, call DOL S&SD, 442-5171/3701, for resolution. However, where this regulation is more restrictive or expands on policies and procedures of higher headquarters' publications, this regulation takes precedence.

(3) Policy Publications. AR 710-2, Supply Policy Below the Wholesale Level, TRADOC/FORSCOM supplements, and this regulation establish supply policy for installation supported organizations.

(4) Procedural Publications. DA Pam 710-2-1, Using Unit Supply System, SARSS EUM (SARSS ABX Procedure for Customers), or other DA approved automated systems publications/user's manuals, and this regulation establish supply procedures for organizations supported by this installation.

(a) DA Pam 710-2-1 takes precedence over SARSS EUM and/or DA approved automated systems user's manuals for functions affected by manual procedures (e.g., property book procedures) or when organization receives all or part of supply support, such as repair parts, from SSA other than SD.

(b) SARSS EUM and/or DA approved automated systems user's manuals take precedence over DA Pam 710-2-1 for functions supported by automated procedures (i.e., maintenance of document registers, request/turn-in procedures, repair parts procedures, etc).

(5) Distribution of SARSS EUM (SARSS ABX Procedures for Customers). SARSS EUM and other SARSS manuals are distributed automatically to organizations/activities by installation/DA. SARSS manuals are not available through publications distribution channels. Submit written requests for additions, deletions, reductions, and increases of requirements for SARSS manuals to Cdr USAFACFS, ATTN: ATZR-LS.

#### **1-39. QUALITY DEFICIENCY REPORT (QDR)/EQUIPMENT IMPROVEMENT RECOMMENDATIONS (EIR).**

a. General.

(1) Procedures governing preparation and submission of QDR and EIR are provided in DA Pam 738-750, which implements policy of AR 702-7-1.

(2) Purpose of submitting QDR/EIR is to initiate early and effective action or to recommend improvements to equipment.

(3) SF 368 (Product Quality Deficiency Report) is the authorized means for users of Army materiel to report--

(a) Equipment faults in design, operations, and manufacturing.

(b) Suggested improvements in Army materiel.

(c) Unsatisfactory new equipment received which is a direct result of below standard quality of workmanship IAW AR 702-7-1.

b. Exclusions from Reporting. Following deficiencies are excluded from provisions of AR 702-7-1.

(1) Medical materiel.

(2) Subsistence materiel.

(3) Any unsatisfactory materiel condition which is attributable to improper handling or deterioration from improper storage.

(4) Preservation, packaging, packing, marking, shelf life expiration, and handling deficiencies which are reported IAW other regulations.

(5) Materiel that fails after reaching its designated service life or because of inadequate performance of in-service maintenance.

c. QDR Categories.

(1) Category I report. A deficiency, which will endanger personnel or impair combat capabilities of using organization or individual.

(2) Category II report. A deficiency, which does not meet criteria for Category, I report.

d. Submission of reports.

(1) Organization finding deficiency prepares and submits reports IAW DA Pam 738-750, chapter 12.

(2) Submit Category I reports in message format within 24 hours after discovery of deficiency.

(3) Submit Category II reports on SF 368 within 5 days of discovery of deficiency. If SF 368 is not available, information may be reported by memorandum.

(4) Coordinate reports with DOL S&SD prior to submission to be sure that information is identifiable by receiving agency.

e. AMC Depot Level Repairable (DLR) Warranty Program, Initial Failure Credit.

(1) DLR items received from AMC are warranted if the item is found to be defective during initial test or initial use. If defect is caused by user accident, misuse, improper installation, improper operation, unauthorized repair, and/or unauthorized

alteration, credit is not given IAW Warranty Program. Procedures to return DLR item to AMC to receive a new item and 100 percent credit for defective DLR item is as follows:

(a) Do not try to fix it. If you tamper with the item, you will not get initial failure credit.

(b) Determine if defective item is shown as DLR on the FEDLOG. DLR items are defined in paragraph 2-7d, this regulation.

(2) Report initial failures, which could result in death, injury, severe illness, major damage or loss to a weapon system, or critically restrict unit's combat readiness, IAW current Category I QDR procedures. Report all other initial failures of AMC-provided DLR items using Category II QDR procedures.

(3) Prepare a QDR, SF 368, IAW DA Pam 738-750 upon activity/unit determination of initial failure. Complete Blocks 1 through 22, annotate "Initial Failure Claim" in Block 22, attach copy of DD Form 1348-1A received with the DLR item, and submit to LAO, Building 2594, for validation.

(4) If LAO determines DLR item was an initial failure, annotate all copies of QDR with "Initial Failure - Yes" in Block 22. LAO will sign and date the QDR, retain one copy, and return all other copies to activity/unit.

(5) Activity/unit will turn in DLR item on DA Form 2765-1/DD Form 1348-1A, using issue document number, with validated QDR and copy of issuing DD Form 1348-1A to DOL S&SD, Building 1655. Place one copy of QDR inside container with DLR item; place four copies in packing list envelope, NSN 8105-00-857-2247, and securely affix envelope to container. Activity/ unit will be given 100 percent credit at the time of turn-in.

#### **1-40. REGIONAL CORRECTIONAL FACILITY (RCF) SERVICE STOCK.**

a. Authorization for RCF Service Stock. RCF will establish service stock of personal military clothing items IAW AR 700-84. Additionally, RCF is authorized to retain limited stock of civilian clothing and is responsible for issuance of civilian clothing to personnel discharged for cause IAW AR 700-84.

b. Standing Operating Procedures. Cdr, RCF, will establish SOP for receipt, storage, security, accounting, inventory, and issue of military and civilian clothing. DOL will review and approve SOP and any subsequent changes thereto prior to implementation. DOL S&SD will file a copy of approved SOP IAW AR 25-400-2.

**1-41. REPAIR PARTS (PLL).** FORSCOM units contact III CA G4 Maintenance for policy and guidance. TRADOC activities contact DOL S&SD, 442-3701/5171, for current TRADOC policy.

## 1-42. REPORT OF DISCREPANCY (ROD).

a. AR 735-5 requires PBO/PA to report discrepancies to SD. Reports are made on discrepancies such as shortages, overages, incorrect items, and incorrect condition codes, damaged items and incorrect documentation. Customer and SD are billed for stock not received or unable to be used when such discrepancies have not been reported.

b. PBO/PA submits FS Form 1105 (Report of Discrepancy) with item (if applicable) to SD, Building 1655. FS Form 1105 is self-explanatory.

c. SD item manager verifies FS Form 1105 is properly completed. DOL will return forms not properly completed to PBO/PA with an explanation.

d. SD item manager transfers information listed on completed FS Form 1105 to SF 364 and forwards to appropriate NICP/Depot.

## 1-43. REQUEST FOR ISSUE OF SUPPLIES/EQUIPMENT.

a. Supply support at Fort Sill is furnished by activities/organizations listed below. See chapters/sections, this regulation, listed under "REF" below, for additional procedures.

SUPPLY CLASS	DEFINITION	SUPPLY SUPPORT ACTIVITY	REF
1	Subsistence	Troop Issue Support Activity (TISA) S&SD, DOL	Chapter 2, Section XIII
2	Personal Clothing	Clothing Initial Issue Point (CIIP), DOL, and Army Military Clothing Sales Store (AMCSS), AAFES	Chapter 3, Sections I, II, and III
	Organization Clothing and Equipment (OCIE)	Central Issue Facility (CIF), DOL	Chapter 3, Section IV
	Expendable and durable Class 2 supplies	GSA or Customer Supply Center (CSC)	Chapter 2, Section XII
	Quarters furniture and furnishings	FMO, DPW	Chapter 4, Section II
	Photographic/television training, graphic art, audiovisual equipment	TSC, DPTM	Chapter 1, section II
	General Supplies/equipment, tentage, tool sets, administrative supplies and equipment (excluding major end items)	SD, BOC	Chapter 2
	Grounds maintenance equipment	CPBO, DOL	Chapter 4, Section I
3	Equipment/aircraft/vehicle fuel, petroleum products (oil/lubricants/etc.) and chemicals	SD, BOC	Chapter 2, Section XI
4	Construction material	Bus Mgt Div, DPW	Chapter 4, Section I



2 & 4	Fortification and barrier materials	SD, BOC	Chapter 2
5	Ammunition	ASP, SD, BOC	Chapter 2, Section IX
7	Major end items (vehicles/howitzers/etc.)	S&SD, DOL	Chapter 2
8	Medical materiel and repair parts for medical equipment	Materiel Branch, Logistics Div, RACH	Chapter 5
9	Repair parts, excluding medical equipment	226th Maint Co or 588th Maint Co or CAN Point or SD, BOC	SOP, Chapter 1, section II, Chapter 2
10	Nonmilitary programs	S&SD, DOL	NA

b. In accordance with AR 710-2, do not requisition property directly from any DRMO. See this regulation, chapter 6, for additional instructions for requesting materials available for issue from DRMO.

#### **1-44. REQUEST FOR TURN-IN OF SUPPLIES/EQUIPMENT.**

a. Major/complex property book items requiring classification by DOL Maintenance prior to turn-in/transfer to SSA are as follows:

(1) Army adopted major items must follow time frames for inspection requirements and equipment serviceability standards per AR 750-1, Transfer of Equipment.

(2) Laterally transfer excess commercial end items (non Army adopted) to gaining unit from losing unit, or turn in to the SSA in "as is" condition.

(3) Owning units are responsible for office furniture classification.

(4) Refer to other sections of this regulation for applicable details and instructions for turn-in/transfer of equipment not covered in paragraphs 1-44a(1) through (3) above.

(5) Classifiers at SD will make final determinations concerning accuracy of condition codes assigned and, if misclassified, change condition codes to reject turn-ins, as appropriate.

b. Do not process turn-ins for unserviceable repairable items for which organization has valid requirements. Repair and return these items to use.

(1) Class IX non-RXA repairable must be serviceable or classified as NRTS 1 Code F, or NRTS 9 Code H.

(2) Accept class IX RXA repairable as code F, or NRTS 1 or 2, or NRTS 9 and Code H when classified by the maintenance unit responsible for repair.

c. Report excess property through PBO to S&SD for dissemination of information to other commands prior to turn in of excess serviceable or repairable property. As the

reporting organization, report such excess property and laterally transfer, without reimbursement, to other commands IAW this regulation. When date established by S&SD expires, classify and turn in excess property to appropriate SSA.

d. Do not turn in items direct to DRMO. Process all items through PBO into/through appropriate SSA. Classification units will either accept item for turn in or request unit take it to DRMO, after approval.

e. Turn in items not on any accounting record, except for trash, waste, or hazardous material, to Free Turn-In Point at Building 2243 without documentation.

f. See chapters 2 through 6, this regulation, for detailed guidance concerning turn in of property to supporting property book accounts and/or SSA.

g. See paragraph 2-47g, this regulation, for details concerning customer credit for turn-ins. NOTE: In order to expedite credit on DLR items, customers must annotate "DLR" in bold letters in upper right corner of turn-in document.

#### **1-45. RUG/RUG CUSHION AND CARPET/CARPET PAD.**

a. Definitions.

(1) Rug: A heavy woven fabric used as floor covering, in one piece of standard width, bound on all sides. It can cover entire floor surface or portion thereof, cannot be affixed to the floor in any manner, and is readily rolled up and removed.

(2) Carpet: A heavy woven fabric used as floor covering, either in one piece or many pieces bound together. It covers either entire floor surface or portion thereof and is affixed to the floor in some manner.

(a) Carpet - equipment in place (EIP): CTA 50-909 carpet, when installed over tile, wood, or other prime floor finish, is considered EIP carpet when attached/affixed to floor.

(b) Carpet - real property: Carpet is classified as real property when installed as a prime floor finish or as part of a repair or construction project.

b. Authorization.

(1) CTA 50-909 authorizes rugs/rug cushions for troop living spaces and dayrooms, upon approval of CPBO and DPW FMO.

(2) CTA 50-909 authorizes rugs/rug cushions for administrative areas, upon approval by DOL. Standard widths are 9 and 12 feet; length determined by area to be covered. Do not cut rugs to fit or attach to floor in any manner. Carpet — consider EIP

when standard width rug does not provide adequate coverage (e.g., when width is more than 12 feet).

(3) Carpet/carpet pads - EIP are authorized by CTA 50-909 and AR 420-70 upon approval by DPW.

(4) AR 420-70 authorizes carpet/carpet pads - real property upon approval by DPW.

c. Accountability.

(1) FMO PBO maintains accountability of rugs/rug cushions for troop living spaces and dayrooms and assigns responsibility through hand receipt procedures IAW DA Pam 710-2-1.

(2) Rugs/rug cushions and carpet - organization's PBO IAW AR 710-2 and DA Pam 710-2-1 account for EIP for administrative areas.

(3) Carpets/carpet pads – account for real property IAW AR 420-17.

d. Request for Rugs/Rug Cushions for Troop Living Areas and Dayrooms. Requests are accepted only if item is in stock or funds are available. Submit memorandum request through command channels to Cdr, USAFACFS, ATTN: ATZR-ESF, providing following information:

(1) Organization designation.

(2) Size, quantity, and description requested per CTA 50-909.

(3) Hand receipt number for property issued to that organization by FMO.

(4) Statement that organization will not use rugs/rug cushions in administrative areas.

(5) Hand receipt holder must sign request.

e. Requests for Rugs/Rug Cushions for Administrative Areas. Submit requests on DD Form 1348-6 to Cdr, USAFACFS, ATTN: ATZR-LS, for approval. Print or type following information:

(1) Building and room number.

(2) Dimensions of area where organization will use the rug.

(3) Statement signed by HRH that organization will not install or attach rug to floor in any manner.

(4) Submit requests through normal supply channels, after approval.

f. Requests for Carpets/Carpet Pads - EIP. Submit requests on DA Form 4283, accompanied by two sets of DA Forms 2765-1, (one set for purchase of carpet/carpet pad and other set for installation of carpet/ carpet pad) with DODAAC and document numbers. Forward all documents to the DPW contractor, [LB&B Associates](#), service order desk, Building 1950. DA Form 4283/DA Form 2765-1, will contain following minimum information:

(1) Organization designation.

(2) Building and room number for which EIP carpet is requested.

(3) Description of carpet requested.

(4) Cite authority "CTA 50-909, chapter 4."

(5) Planned use of area.

(6) Carpet wear classification of carpet.

(7) Building and room number where carpet is to be installed.

(8) Sketch of area to be carpeted (drawing attached) showing —

(a) Dimensions.

(b) Number of doors to be trimmed over carpet.

(c) Doorway stripping.

(d) Type of installation (stretch in over pad or glue down).

(e) Permanently installed items, which require cutout of carpet.

(f) Stairs or steps which require carpeting.

(g) Current floor surface (wood, concrete, etc.).

(h) Amount of carpet to be purchased and installed in square yards (SY). Formula for computing SY is: Length in feet times width in feet divided by 9 plus 15 percent equals SY ( $\text{Length} \times \text{width} / 9 + 15\% = \text{SY}$ ).

(i) Estimate of carpet per square yard.

- (j) Total estimated cost.
- (k) Amount of padding to be purchased and installed (if needed).
- (l) Estimated cost of padding per square yard (if needed).
- (m) Total estimated cost.
- (n) Installation cost for carpet and padding.
- (o) Alternate floor material that meets stated requirement.
- (p) Type funds for carpet purchases (APC Code).
- (q) Is custodial service available?
- (r) When carpet is installed, will additional labor be required to remove furniture?

**1-46. TEMPORARY LOAN OF MATERIEL.**

- a. HQ, TRADOC must first approve requests from off-installation commands/activities in writing. Borrowing command/activity is responsible for submitting loan request through owning activity to TRADOC.
- b. For Army materiel, to include GFP to contractors, see AR 700-131.
- c. For issues, loans, and donations for scouting, see AR 725-1, chapter 6.
- d. For loan of U.S. Army property and issue of blank ammunition to veterans' organizations, see AR 725-1, chapter 4.
- e. Loans from S&SD to meet temporary noncontinuing requirements will be IAW SARSS EUM and DA Pam 710-2-1.
  - (1) Temporary loan of stock fund materials is limited to 90 days. Submit and justify request for extension at least 15 days prior to expiration of loan period.
  - (2) Temporary loan of nonstock fund materiel is limited to 180 days. Submit and justify request for extension at least 60 days prior to expiration of loan period.
- f. DOL may approve loan of materiel for temporary, noncontinuing requirements, if assets are on hand. The total period of loan will not exceed 180 days for stock fund materiel and a maximum of 360 days for equipment in support of testing. Temporary loan in excess of stated periods require approval by DRM and HQ TRADOC. When assets are not on hand at S&SD, temporary loan requires approval by appropriate materiel command (i.e., AMCCOM, TACOM, etc.).

g. Loan of FORSCOM assets from FORSCOM organizations is excluded from this policy and is subject to approval by FORSCOM.

#### **1-47. TOTAL PACKAGE FIELDING (TPF) HANDOFF PROCEDURES.**

a. When a Materiel Fielding Team (MFT) is **present** at the handoff point, the MFT will process receipts (D6S) to the SSA for further processing through SARSS.

b. When a MFT is **not present**, the Central Receiving Point (CRP) will take copies of receipts (D6S) to the SSA.

c. PBO will--

(1) Enter U.S. Army Material Command (AMC) document number on the property book (i.e., W33N7C 8176-A019). Do **not** enter AMC document number in unit document register nor assign a new document number.

(2) Prepare a separate supporting document file for TPF issue documents upon receipt of first issue document.

#### **1-48. TRANSPORTING GOVERNMENT SUPPLIES AND EQUIPMENT.**

a. ROTC Organizations. ROTC organizations that do not have Government transportation available are exempt from restrictions on transporting Government supplies and equipment in privately- owned vehicles (POV). This exemption does **not** apply to ammunition. ROTC organizations that do not have government vehicles will request ammunition be shipped to them.

b. Use of Government Vehicles. Commanders and activity chiefs will assure government vehicles are furnished to transport government supplies and equipment issued by following SSA, unless exemption is authorized by appropriate agency below:

(1) MEDDAC Supply.

(2) SD, BOC. Includes following elements: ASP, POL Unit, Storage Section, TISA, and Repairable Exchange (RX) facilities.

(3) MD, BOC.

(4) CAN Point.

c. Authorized Exemptions. Following organizations and transactions are exempt from requirement for transporting government supplies and equipment in government vehicles:

(1) CIF transactions with individuals.

- (2) CIIP transactions with individuals.
- (3) AMCSS transactions with individuals.
- (4) Government contractor transactions performed IAW provisions of applicable contract.
- (5) Other Federal agencies (e.g., Bureau of Indian Affairs (BIA) transactions approved by inter/intraservice support agreement (ISSA)).
- (6) ROTC organizations, except for transporting ammunition.

**1-49. TURN-IN/LATERAL TRANSFER PROPERTY INVENTORY.** PBO will inventory property IAW AR 710-2 to ensure identity and completeness of property immediately prior to turn-in or lateral transfer. Using units/activities will comply with DA Pam 710-2-1, chapter 3.

**1-50. UNFINANCED REQUIREMENTS.** See DA Pam 710-2-1 for reporting requirements. Prepare DA Forms 2765-1 IAW SARSS EUM, less document number, and maintain them in organization files pending receipt of funds.

### **Section III. COMMAND SUPPLY DISCIPLINE PROGRAM (CSDP)**

**1-51. PURPOSE.** This section provides continued emphasis on this installation's ongoing CSDP.

**1-52. SCOPE.** This section applies to all active Army organizations supported by this installation.

**1-53. GENERAL.**

a. Related Publications.

- (1) CSDP policies and procedures are specified in AR 710-2, appendix B.
- (2) Appendix F, this regulation, lists publications pertaining to supply and supply related functions.

b. As a mandatory program, CSDP is meant to simplify command, supervisory, and managerial responsibilities. Commanders, supervisors, and managers use existing resources to implement provisions of CSDP.

#### **1-54. RESPONSIBILITIES.**

a. The DOL CSDP Monitor has been appointed CSDP Coordinator for Fort Sill IAW AR 710-2, appendix B and is located in S&SD, Building 1655W.

(1) CSDP monitors within organizations will schedule evaluations IAW AR 710-2, using Tables 1 thru 7, and publish annual schedule listing organizations and dates of evaluation. Organization monitor will send copy of scheduled evaluations to S&SD. Coordinate changes to evaluation schedule with CSDP Coordinator by calling 442-5005/2842.

(2) CSDP evaluation will include review of property book, document file to include RS and related documents, document register, due-in status file, hand receipts, and IMPAC purchases. CSDP evaluators also review POL accounting procedures; procedures used to request, receive, and account for property and to retrieve recoverable items; and verify copies are filed in supporting document file. Maintain evaluations IAW AR 25-400-2.

(3) CSDP evaluators advise chain of command in case of repeat findings of deficiencies in evaluations, in order to reestablish compliance with CSDP.

b. Battalion-level commanders and activity directors implement an aggressive CSDP IAW AR 710-2, appendix B, and appoint senior logistician as unit/activity CSDP monitor in writing.

c. Appointed CSDP monitors advise commanders to ensure compliance with unit/activity CSDP IAW AR 710-2, appendix B.

#### **Section IV. LOST, ABANDONED, OR UNCLAIMED PRIVATE PROPERTY**

**1-55. PURPOSE.** This section provides procedures for disposition of lost, abandoned, or unclaimed private property IAW following publications:

a. DoD 4160.21-M, Defense Disposal Manual. Disposal of personal property and effects of personnel who are absent without leave or are dropped from rolls (DFR) as deserters.

b. AR 600-8-1, Disposition of Personal Effects of Deceased and Missing Personnel. Disposition of personal effects of certain deceased or missing military or civilian personnel whose effects are under control of Army authorities, excluding DFR personnel.

c. DA Pam 600-8, Procedure 9-3. Inventory, safekeeping, and disposition of clothing and property of personnel absent from unit.

#### **1-56. ACTION UPON DISCOVERY.**



a. When privately-owned property (personal effects, household goods, vehicles, etc.) has apparently been lost, abandoned, or is unclaimed for any reason and is found on or comes into custody/control of this installation, commander of organization having physical custody of property will immediately direct an inventory.

b. An officer, warrant officer, or noncommissioned officer (NCO) in grade E5 or higher will inventory property; a witness is also required.

c. Prepare inventory list on plain paper (four copies) to include--

(1) Description of property. Record high dollar value items and items of intrinsic value by make, model, serial number, color, etc., and notate condition of each item.

(2) Quantity and unit of issue (each, pair) of each item.

(3) Weight of property (bulk pounds) for shipping/mailling, if applicable, excluding cars, trucks, or larger items.

(4) Signature, name, and rank of individual performing inventory.

(5) Signature, name, and rank of individual witnessing inventory.

(6) Initials of organization commander.

(7) Date of inventory.

d. Distribute inventory listing as follows:

(1) Original with property.

(2) Copies 2 and 3 attached to corresponding copies of DA Form 3078 used to inventory personal military clothing; retain in organization suspense files.

(3) Copy 4 attached to copy 4 of DA Form 3078 used to inventory personal military clothing and forwarded to organization personnel officer for inclusion in individual's Military Personnel Records Jacket (MPRJ). This copy is not required if organization cannot determine ownership.

#### **1-57. IMPOUNDING PROPERTY.**

a. Provost Marshal impounds vehicles upon request by reporting organization. Reporting organization impounds all other property.

b. Withdraw currency, checks, bonds, etc., from personal effects and dispose of them IAW DA Pam 600-8-1.

c. Withdraw weapons from personal effects and tag and secure them in the organization arms room pending final disposition of personal effects IAW AR 600-8-1 or DoD 4160.21-M. Inventory listing will reflect location of such weapons.

**1-58. APPOINTMENT OF BOARD OF OFFICERS/SUMMARY COURT OFFICER.**

a. Commander of a deceased soldier appoints a summary court officer to process personal effects IAW AR 600-8-1.

b. Organization commander appoints a board of officers, consisting of one or more officers, on orders, to determine circumstances concerning lost, abandoned, or unclaimed private property and proper disposition of such property. Commander may appoint himself/herself to act as the board.

c. When owner of a vehicle is identified as an individual assigned to reporting organization, reporting organization appoints a board of officers to determine circumstances related to abandonment.

d. If commander cannot establish ownership of a vehicle or last known owner is not military, Provost Marshal assumes responsibility for investigation and appoints board of officers.

e. Reporting organization investigates, by appointment of board of officers, all other lost, abandoned, or unclaimed private property.

**1-59. DUTIES OF THE BOARD OF OFFICERS/SUMMARY COURT OFFICER.**

a. Summary court officer processes personal effects of deceased soldiers IAW AR 600-8-1, chapter 2.

b. Board of officers investigates IAW DoD 4160.21-M, chapter VI. In addition, board of officers' duties include:

(1) Verification of inventory listing.

(2) If owner is AWOL, board takes no further action for a period of 30 days from date of inventory listing. If soldier is not returned to military control upon expiration of 30-day period, board will dispose of personal effects IAW procedures prescribed in this regulation.

**1-60. DISPOSITION OF PROPERTY.**

a. If property is not claimed, or if owner, heirs, next of kin, or legal representative is not found, do not dispose of property for 120 days following date of notice. Give time and place of intended sale or other disposal, sent by certified or registered mail to that

person at last known address. DoD 4160.21-M, chapter VIII, authorizes use of certified or registered mail. Include following statement in notification: "As required by Title 10, U.S. Code, Section 2575, you are hereby advised that property described above will be disposed of **(time, date, and specific location)**. Request for return of property will be honored if received prior to specified disposal time/date. No provisions are established to ship such material at government expense. Shipping weight is \_\_\_\_ pounds. and cost for shipment is \$ \_\_\_\_\_. If shipment is desired, please remit a Certified Check or Money Order made payable to **(enter carrier identification)**. Request for return of property after specified time/date will be honored only if disposal action has not been taken."

b. Impounding organization may obtain shipping cost and carrier identification by contacting Freight Section, Transportation Department (TD), BOC.

c. When commander establishes ownership, owner, legal representative, or next of kin may claim the property at any time prior to disposal. If property is claimed by anyone other than legal owner, prepare a letter to include: "The action of this installation in transmitting property does not vest title in the recipient. Such property is forwarded to you to be retained or disposed of as custodian in accordance with the laws of the state of the owner's residence. Property described above has been shipped to you on **(date)**, Shipping Document **(number)**."

d. Upon receipt of request for shipment of property, impounding organization will—

(1) Package personal effects in suitable container for shipment and label with applicable mailing address.

(2) Prepare memorandum to Freight Section, TD, requesting shipment of personal effects. Attach payment for shipping costs, copy of inventory, and copies of all correspondence requesting shipment.

(3) Turn in package with request for shipment to Freight Section for processing.

e. If owner, legal representative, or next of kin indicates shipment of property is not desired, same will submit properly executed release document. Treat excess items as normal service/agency excess, (reference DoD 4160.21-M, chapter VIII paragraph B61c). Turn in property through supply channels to DRMO IAW following instructions.

(1) Use DD Form 1348-1A (DoD Single Line Item Release) and indicate private property is abandoned/unclaimed property of **(enter name of individual)** or indicate owner is unknown.

(2) Attach one copy of inventory list to each copy of DD Form 1348-1A.

(3) Enter appropriate demilitarization code for each item.

(4) Submit DD Form 1348-1A to DRMO in five copies, with copies of inventory list attached. DRMO returns one copy to individual delivering property.

(5) To satisfy DoD requirements, enter following statement on all copies of inventory list attached to DD Form 1348-1A:

"The private property indicated on this inventory list was placed in storage on (date) for (name, grade, and SSN). On (date), letter was forwarded to (owner/next of kin/legal representative) indicating property will be disposed of (time/date/location) unless request for shipment of property is furnished. Return letter from (name), (date), indicates shipment was not desired. (Or, no response was received by (date). I recommend this property be turned in to DRMO for proper disposition."

(Signature)  
Board of Officers

Name                      Grade

(a) Annotate estimated sales value (fair market value) for each item on inventory list or a notation item has no sales value.

(b) Attach copy of document appointing the board of officers to DD Form 1348-1A for turn-in processing.

**1-61. ACTION BY DRMO.** DRMO acknowledges receipt of items on DD Form 1348-1A. If five copies are furnished, DRMO provides driver an action copy. If four copies are furnished, DRMO forwards action copy through DOL S&SD to applicable organization.

**1-62. FILING OF DD FORM 1348-1A BY ORGANIZATION.**

a. Annotate organization suspense copy of DD Form 1348-1A (fifth copy) "See completed copy in organization transaction file" and file it in completed Absentee File.

b. When received from DRMO, annotate action copy of DD Form 1348-1A (fourth copy): "Nonpostable" transaction, see Absentee File of (unit designation)" and file in organization transaction file.

**1-63. ABANDONED AND UNCLAIMED LAUNDRY/DRY CLEANING.** Abandoned and unclaimed laundry/dry cleaning is the responsibility of the organization to which individual was last assigned. Dispose of abandoned and unclaimed clothing in U.S. Army laundry/dry cleaning facilities and commercial facilities IAW AR 700-84.

**1-64. ABANDONED MILITARY CLOTHING.** Dispose of abandoned personal military clothing IAW AR 700-84, chapter 12. Treat personal military clothing exceeding

allowances of CTA 50-900, section I, chapter 2, established UP of AR 700-84, as personal effects.

**1-65. RECOVERY OF ABANDONED GOVERNMENT PROPERTY.** Commanders are authorized to recover government property of AWOL individuals living in off-post quarters provided specific conditions are met. Procedures are specified in AR 735-5. Attempt to recover property in all instances.

## **Section V. OFF POST LOGISTICAL SUPPORT**

**1-66. PURPOSE.** This section provides procedures for obtaining logistical support while training off the installation.

**1-67. PROCEDURES.** Submit requests for ammunition, billeting, subsistence, transportation, communication requirements, maintenance, supply, and services support IAW USAFACFS Regulation 350-1.

## **Section VI. DEPARTMENT OF DEFENSE PRECIOUS METAL RECOVERY PROGRAM (DODPMRP)**

**1-68. PURPOSE.** Objective of DODPMRP is to effect maximum utilization and recovery of government property containing recoverable amounts of precious metals. Dispose of precious metal-bearing items, residue, and scrap recovered as a result of this program, IAW current instructions issued by DODPMRP and this headquarters.

**1-69. GENERAL.** Precious metals are those items consisting of or containing metals such as gold, silver, platinum, and platinum family such as rhodium, iridium, palladium, ruthenium, and osmium. Recoverable precious metal-bearing items, residue, and scrap includes but is not limited to--

- a. Dental residue and scrap, insignia, badges, awards, medals, decorations, and buttons.
- b. Exposed or unexposed film and paper, regardless of format or condition.
- c. Precious metal-bearing solutions, such as spent hypo silver nitrate.
- d. Electrical and electronic hardware, such as printed circuit boards, pins, connectors, disposable ECG electrodes, and hearing aid batteries.
- e. Other items that DODPMRP determined economically recoverable.

**1-70. ARMY ADOPTED ITEMS.** NSN items, which contain potentially recoverable precious metal, are coded "M" in the FEDLOG under Special Requirements Code (SRC) and are disposed of IAW references in paragraph 1-69 above.

**1-71. STANDARD AND/OR NONSTANDARD ITEMS.** Users of items which are not presently identified as containing potentially recoverable precious metal in paragraph 1-69 above or Precious Metal Master File (PMMF) but are suspected of containing precious metal will contact DOL S&SD, Building 1655, for evaluation and/or assay of items to determine recoverability. It is the responsibility of user to report items suspected of containing recoverable precious metal to locally appointed PMRP manager or alternate to determine if they should be recovered.

**1-72. BASIC RESPONSIBILITIES OF UNIT/ACTIVITY.** Each unit/activity will designate by memorandum a Precious Metal Coordinator (PMC) and an alternate IAW AR 755-3. Forward a copy of duty appointment to Installation PMC via Cdr, USAFACFS, ATTN: ATZR-LSS, Building 1655. Unit/activity PMC operates in close coordination with Installation PMC in all matters pertaining to PMRP support.

**1-73. TURN-IN PROCEDURES.** Unit/activity PMC turns in all items that contain or are suspected of containing any precious metals through PBO to S&SD. Prepare DA Form 2765-1 IAW DA Pam 710-2-1 and SARSS EUM. Turn in items to One Stop Turn-in Point, Building 2243. Annotate DA Form 2765-1, block P, in red, that items contain precious metal or are suspected of containing precious metal.

**1-74. PROCESSING HOURS.** Normal hours of operation for turn-in point are 0900-1430. BOC ensure that service to customers is not interrupted during lunch and break periods.

**1-75. FOR ITEMS WITH VALID NSN THAT CONTAIN PRECIOUS METAL.** Turn-in point personnel decide whether item will be retained and stocked or if it can be turned to DRMO. If item can go to DRMO, SD prepares DD Form 1348-1A, and unit/activity takes DD Form 1348-1A and items to Building 3324. DRMO receipts for item and returns a copy of DD Form 1348-1A to unit/activity to be returned to turn-in point personnel, which will provide unit/activity with a receipted copy of DA Form 2765-1. If SD is to stock items, turn-in point personnel will receipt for items and return one copy of DA Form 2765-1 to unit/activity. MEDDAC will turn in recovered silver oxide and film directly to DRMO; other units/activities will turn in recovered silver oxide, film, and microfiche masters to turn-in point. SD is responsible for turning in those items to DRMO.

**1-76. SECURITY OF RECOVERED PRECIOUS METAL-BEARING MATERIAL.** Store recovered precious metal-bearing material (residue/scrap) and **special interest** metal scrap in a safe or vault while awaiting disposal unless space limitations preclude that type of storage. Store bulky items in a locked cage or secured room with access limited to selected persons.

**1-77. LOSS OR THEFT.** Report any loss or theft of precious metals or precious metal-bearing material to--

- a. Law Enforcement Branch, Building 1649.

- b. Installation PMC, DOL S&SD, Building 2243.

**1-78. ACQUISITION OF EQUIPMENT AND SUPPLIES.** Submit requests for new or replacement silver recovery equipment (electrolytic), silver recovery cartridges and repair parts and supplies (silver test paper, plastic collection containers, fittings, flow control valves, etc.) to Cdr, USAFACFS, ATTN: ATZR-LSS. Request items from DLA Precious Metal Area Representative (PMAR); items are provided at no cost to the installation. When received, S&SD will issue to requesting activity on DA Form 2765-1, annotated "Nonstock Fund, Non-FIA, Not Processed through Line Item Accounting."

**1-79. ACCOUNTABILITY OF SILVER RECOVERY EQUIPMENT.** Account for silver recovery equipment in possession of generating activities on activities' property books.

## **CHAPTER 2. SUPPLY**

### **Section I. GENERAL**

#### **2-1. RESPONSIBILITIES.**

- a. SD, BOC, is responsible for support of supplies/equipment for Fort Sill, except for—

- (1) Nontactical vehicles General Service Administration (NTVGSA). See USAFACFS Regulation 700-13.

- (2) Furnishings authorized by CTA 50-909 for bachelor housing, enlisted barracks and dayrooms. See this regulation, chapter 4.

- (3) Medical items. See this regulation, chapter 5.

- (4) Repairs and utilities type items furnished by DPW. See this regulation, chapter 4.

- b. Submit supply documents pertaining to supplies/equipment provided by SD to Cdr USAFACFS, ATTN: ATZR-LCI-S, except for requests for issue from ROTC organizations, which are submitted through DPTM Management Office.

**2-2. DISTRIBUTION OF DOCUMENTS, CARDS, AND LISTINGS.** SD distributes documents, cards, and listings as follows:

- a. On-Post Customers. Placed in appropriate DODAAC distribution box located in Building 2243. Customers must check their DODAAC distribution box at least once daily.

- b. Off-Post Customers. Mailed to specific customer.

### **2-3. ISSUE OF SUPPLIES.**

- a. Issue Unit, Storage Section, Building 2243. Customers are required to check daily to determine if supplies are ready for issue.
- b. Other Storage Section Issue Points. Notify customers telephonically when supplies are ready for issue.

## **Section II. GENERAL PROCEDURES FOR REQUEST DOCUMENTS**

**2-4. AUTOMATED PROCEDURES FOR REQUEST DOCUMENTS.** For request procedures using Standard Army Retail Supply System (SARSS), Unit Level Logistics System (ULLS), Standard Ammunition Account System (SAAS), or local purchase system, see applicable user manuals.

**2-5. PREPARATION OF REQUESTS FOR ISSUE.** Prepare requests IAW DA Pam 710-2-1, SARSS EUM and additional requirements in this section.

**2-6. ENTRY OF TELEPHONE NUMBERS.** Enter telephone numbers in following places on requests:

- a. DA Form 2765-1 - Block B.
- b. DA Form 2765 - Top border or reverse side.
- c. DD Form 1348-6 - Block 9.

### **2-7. ENTRY OF SIGNAL CODES ON REQUESTS FOR ISSUE.**

a. AR 725-50, appendix C, lists signal codes used to indicate customer to whom material shall be shipped and to indicate activity to receive and pay bills or credits. Signal code is required in block 16, DA Form 2765/2765-1 and CC 51, DD Form 1348-6.

b. On-post customers, other than DSS customers, will use following codes:

(1) Signal code "K" - All requests for stock fund items, except by organizations that are deployable, which use signal code "A."

(2) Signal code "M" - All requests for procurement appropriations (PA) or free issue items.

c. Off-Post customers will use following codes:



(1) Signal code "B" - All requests for stock fund items, except by organizations designated for mobilization, which use signal code "A."

(2) Signal code "D" - All requests for PA or free issue items.

d. Use the FEDLOG to determine if item is stock fund, depot level reparable (DLR), or PA/free issue. If second position of Materiel Category Structure code (MAT CAT) is a "2," item is stock fund. If MAT CAT is 2 and Maintenance Repair (MR) code is D or L and/or item is coded reparable with an Automatic Return Item (ARI) code of C, E, R, or S, item is DLR. All other characters/numerals in second position of MAT CAT code indicate item is PA or free issue.

**2-8. SD ROUTING IDENTIFIER CODE.** Routing identifier code (RIC) for SD is "AY5." Enter this code in block E, DA Form 2765/2765-1 or CC 4-6, DD Form 1348-6 on all requests submitted to SD.

**2-9. ITEM DESCRIPTION AND PUBLICATION DATA.** Enter item description in block 0 and publications data in block P, DA Form 2765/2765-1. On requests for clothing items, item description and size must be accurate to permit faster processing and detection of stock number errors.

**2-10. NSN NOT ON FEDLOG.** Prepare request on DD Form 1348-6 IAW DA Pam 710-2-1, if required item's NSN is not on current FEDLOG.

**2-11. NON-NSN REQUESTS.** Prepare requests for non-NSN items (part numbered items, etc.) on DD Forms 1348-6 IAW DA Pam 710-2-1, SARSS EUM. Enter FSCM in CC 8-12 and part number in CC 13-22, DD Form 1348-6, if item is assigned a Federal Supply Code for Manufacturers (FSCM).

**2-12. USE OF TYPE REQUIREMENT CODE (TRC) ON REQUEST FOR ISSUE.**

a. Major Item. Use type requirement code on all requests for major items IAW SARSS EUM.

b. Other Items. Use type requirement code if item required is PA principal item.

c. PA Principal Item. Use the FEDLOG to obtain MAT CAT code to determine if item is PA principal. If second position of MAT CAT code is A through R, item is PA principal.

d. Code Lists. DA Pam 710-2-1, appendix B through I.

**2-13. SUBMISSION OF REQUEST FOR ISSUE.**

a. Submission Date Requirement.

(1) On-post customers. Submit requests on the same Julian date as that in block 11, DA Form 2765/2765-1, and in CC 36-39, DD Form 1348-6.

(2) Off-post customers. Off-post customers are excluded from requirement to submit requests on same Julian date as that in block 11, DA Form 2765/2765-1, and in CC 36-39, DD Form 1348-6.

(3) Units/activities supported by or collocated with CPBO. Submit requests to CPBO using electronic mail (E-mail) or manual request documents.

b. Submission Procedures.

(1) On-post and active Army/USAR off-post customers. Submit requests for issue to Cdr, USAFACFS, ATTN: ATZR-LCI, Fort Sill, OK 73503-5100.

(2) Off-post ROTC customers. Submit requests for issue to Cdr, USAFACFS, ATTN: ATZR-TB, Fort Sill, OK 73503-5100.

**2-14. HAND CARRY PROCEDURES.**

a. You may hand carry request if item is required due to emergency situation (e.g., obtaining repair parts would upgrade end item and assist unit in meeting its readiness posture). Preparation for impending inspection is not valid justification for hand carry processing.

b. Prepare all hand carry requests on DA Forms 2765-1. On reverse side of request, you must provide a statement describing emergency situation that justifies hand carry procedures.

c. Individuals identified in USAFACFS Regulation 725-50 as authorized to authenticate high priority requests must authenticate statement on reverse side of request.

d. Submit hand carry requests through supply channels to Chief, SD, DOL, for approval.

**Section III. SPECIAL PROCEDURES FOR REQUESTS FOR ISSUE/TURN-IN**

**2-15. COMMERCIAL NONTACTICAL VEHICLE REQUESTS.** Submit FS Form 833 (Request for Commercial Design Nontactical Vehicles (NTV)) to Logistics Operations Center (LOC), Building 2258W, IAW USAFACFS Regulation 56-1.

**2-16. DAYROOM FURNISHINGS/BACHELOR HOUSING REQUESTS.**

a. Submit requests for items authorized by CTA 50-909 for bachelor housing, enlisted barracks, and dayrooms to DPW FMO, Building 5676, IAW this regulation,

chapter 4, except for 95th AG BN (Reception), who supplies furniture for their own troop billets and dayrooms.

b. Submit requests for items authorized for administrative offices and facilities through PBO to S&SD.

c. Unit/activities are required to perform organizational maintenance of FMO furnishings and audiovisual equipment (radios, stereos, and televisions) used in dayrooms. For other repairs, see paragraph 4-27.

## **2-17. DINING FACILITY EQUIPMENT (ACTIVE ARMY ONLY).**

a. Responsibility.

(1) Installation Food Service Officer (IFSO), DOL, is responsible to obtain funds for and approve each item of issue or turn in of dining facility equipment at Fort Sill.

(2) CPBO is responsible to--

(a) Process unit/activity requests for new items.

(b) Store items.

(c) Issue items to using units/activities.

(d) Accept serviceable excess items from units.

(e) Maintain TDA authorizations on Installation Property Book.

(f) Notify IFSO when issue/turn-in has been completed.

b. Policy. Issues and turn-ins are made by appointment and to personnel designated on DA Form 1687. Call CPBO, 442-3276/3516, for appointments.

c. Application. Procedures set forth in this section are applicable to on-post organizations. These procedures are not applicable to contractor-operated facilities or to USAR or ROTC organizations.

d. Request for Issue.

(1) Make requests through applicable PBO to IFSO, phone 442-3307/1374, when new or replacement items are required for dining facility property.

(2) Food Service personnel coordinate with CPBO for transfer of equipment, if approved.

e. Request for Turn-In.

(1) IFSO approves request for turn-in when items are no longer required. DPW inspects and tags each piece of equipment, when approved.

(2) Turn in unserviceable items on DA Form 2765-1 to SD, Building 2243.

(3) Turn in serviceable items as directed to CPBO, DOL.

f. Found on Installation Property. See DA Pam 710-2-1.

**2-18. REPAIRABLE EXCHANGE (RX) ITEM REQUESTS.**

a. Following customers will submit requests and turn-ins for RX items to SD, Building 2243:

(1) Repairable Exchange Activities.

(2) Initial requirements for customer authorized PLL RX items.

b. List of repair part RX items is published quarterly by SD.

**2-19. FILING EQUIPMENT REQUESTS FOR ISSUE/TURN-IN (OTHER THAN ACTIVE ARMY).** Submit requests from other than active Army customers through command channels for approval and forward to SD. Active Army units will comply with paragraph 1-43, this regulation.

**2-20. FLAGS, GUIDONS, STREAMERS, AND IDENTIFICATION BANDS.**

a. General. AR 840-10 provides procedures for design, acquisition, supply, maintenance, and disposition of flags, guidons, streamers, and identification bands. DA Pam 710-2-1, chapter 4, provides accounting procedures.

b. Repair/Certification of serviceability. When organizational flags, distinguishing flags, rayon United States flags, guidons, and streamers become unserviceable, turn in to Clothing and Equipment Repair, Building 2633, on DA Form 2407 for repair or certification of serviceability.

c. Property Record Transaction. A disinterested individual in grade E6 or above will sign certificates of destruction used as property accountability transactions for unserviceable, nonreparable flags, guidons, or streamers authorized for local disposal IAW AR 840-10. Attach a copy of the DA Form 2407 to the certificate of destruction.

d. Request for Issue.

(1) Prepare requests for guidons, organizational flags, and institutional flags on DA Form 2765-1 and indicate complete designation of organization in block O, TOE/TDA in block P, "8345-NSN" in stock number blocks and DIC "A0E" in block D.

(2) Accompany requests for streamers/identification bands with a copy of permanent order authorizing items. Request streamers as "set." Attach a list of each streamer required.

(3) To request replacement, attach copy of DA Form 2407 indicating appropriate organization has classified item as irreparable, unserviceable, or not fit for service.

**2-21. LOCAL PURCHASE REQUESTS.** AR 710-2 provides criteria for local purchases. Submit requests for local purchase on DD Form 1348-6 IAW DA Pam 710-2-1. Local purchase requests are processed through the organization's PBO and budget activity to DOC.

**2-22. OFFICE MACHINES.**

a. Request for Issue. See paragraph 1-33, this regulation.

b. Request for Turn-in.

(1) MD, BOC, Building 2258W inspects all typewriters and office machines, identified by FSC 7420, 7430, and 7490, prior to turn-in to SD.

(2) Request turn-in by attaching DA Form 2407, reflecting serial number, condition code, make, model, and age of typewriter or office machine.

(3) UIMO will ensure all classified data and commercial application software (i.e., Word, Excel, etc.) are removed from hard disks prior to turn in of excess or unserviceable ADPE. Using unit/activity notifies PBO of identified excess equipment either by memorandum or e-mail. Notification will include complete description of item being reported, including serviceability; location to include name of organization, building and room number; and the name and telephone number of person to contact. PBO notifies, DOIM, either by memorandum or via e-mail (USERID ADPEXS) of excess serviceable equipment. DOIM personnel determine if Fort Sill can use serviceable equipment. If Fort Sill can use the item, DOIM notifies PBO to coordinate transfer of equipment to appropriate PBO. If Fort Sill cannot use the item, DOIM notifies PBO to prepare and forward an SF 120 through activity's MACOM to Director, Defense Automation Resources Information Center (DARIC-R), Cameron Station, Alexandria, VA 22304-6100.

(4) Notify DOIM when copiers are no longer required to arrange for proper disposition.

**2-23. PHONOGRAPH RECORD/COMPACT DISC (CD) REQUESTS.**

a. Preparation. Use DD Form 1348-6 using stock number "7740-NSN," unit of issue "EA."

b. List of Required Phonograph Records/CD. Attach list providing following information for each phonograph record/CD to DD Form 1348-6:

- (1) Title of record/CD.
- (2) Name of artist.
- (3) Brand name of record/CD.

**2-24. SAFES WITH COMBINATION TYPE LOCKS.** Refer to AR 380-5 and USAFACFS Supplement 1 thereto.

**2-25. SAFETY SHOES/BOOTS.** Requirements for safety shoes or boots for military or civilian personnel are assigned to an--

a. On-Post Organization/Activity. See chapter 3, this regulation.

b. Off-Post Organization/Activity. Submit DA Forms 2765-1 to Wearing Apparel Contractor, Building 2102, indicating "Shoes, NSN 8430-00-926 SERIES" or "Safety Boots, NSN 8430-00-624 SERIES."

**2-26. SAFETY PRESCRIPTION SPECTACLES AND PLANO SAFETY SPECTACLES.** AR 40-61 and AR 385-10 provide instructions to request safety prescription spectacles and plano safety spectacles. See this regulation, paragraph 1-11, for accounting procedures.

**2-27. STOPWATCHES.** Turn in unserviceable stopwatches to SD on DA Form 2765-1; classification by MD is not required. If replacement is required, request them on a separate DA Form 2765-1.

**2-28. TAMMS ITEMS.** Process request for turn-in of major end items (wheeled vehicles, track vehicles, materials handling equipment, generators, air compressors, missile peculiar items, and other major items) that require DA Form 2408-9 as follows:

a. Completion of Maintenance. Bring equipment to transferable standards IAW AR 750-1. Chief, DOL MD, will approve exception on classification document.

b. Preparation of Required Forms. Prepare DA Form 2407 requesting technical inspection (TI), DA Form 2408-9, and DA Form 2765-1.

c. Turn-in of Equipment BII Items.

(1) After maintenance TI and classification, turn in all BII items to SD warehouse, accompanied by DA Form 2407 and, if shortages exist, component shortage list (DA Form 2062) validated by HRH or commander. Following last item on DA Form 2062, responsible officer signs explanation of adjustment of shortages (statement of charges, RS, supporting turn-in document number, etc.). Organization's budget activity provides a memorandum citing customer fund cite to cover the dollar value of shortages listed on DA Form 2062. Annotate the memorandum and DA Forms 2062 with the same customer document number assigned to the DA Form 2765-1 to turn in the end item.

(2) SD personnel enter certificate in block 20, DA Form 2407, indicating organization has accounted for BII. This certificate is required prior to evacuating equipment to MD for inspection or classification.

d. Coordinate inspection of equipment being turned in for maintenance with the DOL Maintenance Officer or the contractor prior to turn in.

e. Acceptance of Equipment by MD.

(1) If equipment does not meet transferable standards IAW AR 750-1, Inspection Section, MD, will not accept it. Inspection Section will provide instructions to correct all organizational deficiencies and require return of the item to Inspection Section within 3 working days, if parts are available. If parts are not available, customer must return item to Inspection Section within 10 working days.

(2) Upon acceptance of equipment, customer obtains a receipt copy of DA Form 2407 from Production Control, Building 2255.

(3) Park or store equipment as directed by inspection personnel, pending completion of TI and classification.

f. Completion of TI/Classification. Upon completion of TI and after required classification forms are prepared, inspection personnel deliver TAMMS forms/logbook, classification forms, and inspection forms to MD Editing Unit for required edit and completion of DA Form 2407.

g. Turn-in of Equipment.

(1) Upon completion of edit and DA Form 2407, MD will notify customer to pick up turn-in, inspection, and classification documents.

(2) Turn in equipment to TD Vehicle Pool, Building 2272, or Turn-in Point, Building 2243, as applicable, accompanied by DA Form 2765-1, TAMMS forms/logbook, and classification documents. TD personnel complete request for turn-in and furnish one copy to customer.

(3) Units/activities supported by or collocated with CPBO forward all documents through CPBO.

h. Turn-in of Reserve Components Equipment. RC customers turning in equipment will be accepted and processed by same general procedures set forth in this paragraph. Reserve component customers perform all maintenance actions for which they are responsible, within organizational capability, and use support capabilities of Equipment Concentration Site (ECS) as necessary prior to delivery of equipment to MD and SD.

**2-29. TELEVISION SETS, RADIOS, AND PHONOGRAPH MACHINES NOT ISSUED BY TSC.** MD must inspect all television sets, radios, and phonograph machines prior to turn-in to SD. Include completed DA Forms 2407 with requests for turn-in.

**2-30. TOOL SETS, KITS, OUTFITS, ASSEMBLIES, AND END ITEMS.**

a. Issues. SD issues complete tool sets, kits, outfits, assemblies, and end items, hereafter referred to as end items, whenever possible. SD includes a list of shortages for end items missing components.

b. Discrepancy in Receipt. Report missing components to SD, by memorandum, within 3 working days of receipt of end item. Include information required by SARSS EUM. Attach copy of packing list and receipt document to report. SD determines what components, if any, must be requested and notifies customer of decision.

c. Requests for End Item Components.

(1) Requesting components are required to complete end items received by lateral transfer based on component shortage list attached to lateral transfer document. Responsible officer or PBO signs following statement on request: "I have verified requested components were listed as shortages on lateral transfer document number \_\_\_\_\_."

(2) Requests for components based on changes/revisions to appropriate end item publication will include following statement signed by responsible officer or PBO: "I have verified requested components were added to (Enter applicable end item publication and change number, if appropriate), dated \_\_\_\_\_."

(3) Replacement requests for components of end items will include one of the following statements, as appropriate, signed by responsible officer or PBO: "I have verified requested components have been accounted for by (type of adjustment document), document number(s) \_\_\_\_\_" OR "I have verified requested components were turned in to DRMO on document number(s) \_\_\_\_\_."



d. Requests for End Items. Indicate appropriate authorization publication in block P (MTOE, CTA, or TDA) on all requests. In addition, indicate customer turn-in document number in block P of replacement requests.

e. Turn-in of End Items. Turn in end items complete. If end item is short components, attach component shortage list (DA Form 2062) to turn-in document. This shortage list will indicate same turn-in document number assigned to end item request for turn-in and will include a statement signed by responsible officer/PBO indicating adjustment of shortages (statement of charges, RS, supporting turn-in document number, etc.).

f. Restoring End Item to Complete Condition. SD is required to restore turned in end items to complete condition. Appropriate major activity director bears cost of this action, using specific AP codes established for this purpose. Stock fund credits to customers for these end items are determined by unit price of end item minus dollar value of restoration.

## **2-31. TRACK SHOES FOR TRACK VEHICLES.**

a. Check unit of issue carefully when ordering track shoes; some shoes are issued in multiples; others consist of a number of shoes riveted and welded into a strip.

b. Turn in unserviceable track shoes in sections of eight (8) shoes, or less.

## **2-32. U.S. ARMY MAPS.**

a. Preparation of Request for U.S. Army Maps. Prepare DA Form 2765-1 as follows:

- (1) Block A. Enter SD, BOC.
- (2) Block B. Enter customer designation.
- (3) Block D. Enter "A0D" (request with other number).
- (4) Blocks 4, 5, and 6. Enter map sheet number and series number.
- (5) Blocks 9, 10, 11, and 12. Enter expendable document number.
- (6) Block 13. Enter "R" (recurring).
- (7) Block 0. Enter map country, state, or city, and the scale; e.g., 1:50,000.
- (8) Block 20. Enter priority designator.
- (9) Block 21. Enter required delivery date.

(10) Top border of request. Enter U.S. Army Maps.

b. Submission of Requests. Hand carry requests for classified U.S. Army maps through DPTM, Security Division, Building 463, for approval. Hand carry request for unclassified maps to SD, Building 1655.

c. Follow up/Cancellation. Submit follow-ups and cancellations to SD. On cancellations, SD annotates request "CANCELED," enters date, and returns it as a confirmed cancellation.

**2-33. WEAPON STORAGE CABINETS.** Prepare requests for Weapon Storage Cabinet, NSN 7110-00-931-0770, IAW SARSS EUM and indicate following additional information:

- a. Enter "CTA 50-909" in block P, DA Form 2765-1 or block 19, DD Form 1348-6.
- b. Date of Provost Marshal inspection and inspection number.
- c. Quantity and type of weapons organization will be storing.

**2-34. WIRE (CABLE, TELEPHONE)**

a. Turn-in of Serviceable Wire. Tag each roll of serviceable wire SD-1TT, on 1/4 or 1-mile reel, prior to turn in. Include following statement signed by communications officer and stating unit/activity, on each tag: "I HAVE INSPECTED WD-1TT WIRE CONTAINED ON THIS REEL AND DETERMINED IT TO BE IN A SERVICEABLE CONDITION."

b. Turn-in of Unserviceable Wire. Attach following certificate, signed by communications officer or by a commissioned officer, warrant officer, or NCO who is responsible for determining wire is unserviceable, and stating unit/activity, to request for turn-in: "I HAVE INSPECTED WD-1TT WIRE REFLECTED ON TURN-IN DOCUMENT NUMBER \_\_\_\_\_, DODAAC \_\_\_\_\_, AND FOUND IT UNFIT FOR FURTHER USE. "

**Section IV. SPECIAL TRANSACTION PROCEDURES**

**2-35. FOLLOW-UP REQUESTS.**

a. Preparation of Follow-Up Requests. Prepare requests for follow-up IAW SARSS EUM and DA Pam 710-2-1. Annotate follow-up requests for items coded ADA 3 or 5 in the AMDF or in THE FEDLOG, with red or blue in "OMA/OMAR FUNDED ITEM."

b. Action Required Before Submitting a Follow-Up Request.

(1) Carefully read and interpret latest status card for specific request and determine if follow-up action is required.

(2) On-post customers check Issue Unit, Storage Section, Building 2243, to determine if required item is ready for issue. If item is not available for issue, customer checks DODAAC distribution box in Building 2243 to determine if more recent status is available.

## **2-36. RECEIPT PROCESSING.**

a. General. Receipt documents are processed IAW SARSS EUM.

b. Direct Delivery Receipt Documents (DSS customers). Materiel is shipped by wholesale system (depot/NICP) to SD. Customer processes receipt document as follows:

(1) Verify document, supplementary address, unit of issue, stock number, quantity, and serviceability. Annotate copies of DD Form 1348-1A, DoD Single Line Item Release/Receipt Document, or DD Form 250, Materiel Inspection and Receiving Report, as shown in SARSS EUM.

(2) Retain one copy of receipt document and submit D6S (receipt) transactions by fastest means to SD Document Control and Files Section, Building 2243, Fort Sill, OK 73503-5100.

(3) Report discrepancies in direct delivery receipts to SD Material Management Branch, as prescribed in SARSS EUM. Turn in incorrect item with completed DA Form 2765-1 and FS Form 1105 to SD; SD will hold items for disposition.

c. Duplicate Issue.

(1) If duplicate issue occurs, customer prepares a memorandum to SD requesting 100 percent credit be applied to customer's OMA funds. Request will provide--

(a) Description of item and NSN.

(b) Unit of issue and quantity received.

(c) Customer document number and DODAAC.

(d) APC/FC.

(e) Julian dates both shipments were received.

(f) Copies of receiving reports.

(2) Attach DA Form 2765-1 and copy of receipt document to support duplicate issue to memorandum. Chief, SD, approves or disapproves 100 percent credit.

d. Units/activities supported by or collocated with CPBO. Units/activities forward all documents through CPBO.

## **Section V. RECOVERABLE ITEMS (EXCLUDING RX ITEMS)**

**2-37. APPLICATION.** All non-DSS customers use these procedures for control of recoverable items (excluding AIMI and RX items) assigned recoverability codes D, F, H, and L on the FEDLOG. SARSS EUM explains these codes.

### **2-38. RECURRING REQUIREMENTS FOR RECOVERABLE ITEMS.**

a. Prior to requesting recoverable item with repairable code F or H, process unserviceable item through unit's supporting intermediate maintenance activity on DA Form 2407. Enter recoverability code in block 16a, DA Form 2407.

b. When maintenance inspector can determine by visual check or knows from past experience that the item cannot be repaired, he/she tags item and marks "NRTS," annotates with condition code and signs DA Form 2407, and returns item and DA Form 2407 to customer. Customer will prepare turn-in document, annotate supply and maintenance condition code, and recoverability code (codes shown on inspection tag/DA Form 2407) in block P, DA Form 2765-1, and turn item in to Turn-in Point, Building 2243. Submit request for like item at the same time. Request for issue will reflect recoverability code and applicable turn-in document number in block P, DA Form 2765-1.

c. MD accepts item on DA Form 2407 and processes IAW time frame based on priority when action in b above is not taken.

d. If MD cannot repair item within established time frame, MD notifies customer to prepare request for issue. Enter recoverability code and Maintenance Job Number in block P, DA Form 2765-1. Deliver DA Form 2765-1 to MD for annotation by technical inspector and submit to SD. Depending on demand data, MD will continue repair or return item to customer.

e. MD tags and annotates with condition/NRTS if item accepted IAW paragraph c above cannot be repaired.

### **2-39. TURN-IN OF RECOVERABLE ITEM WITHOUT REPLACEMENT**

**REQUIREMENT.** Customer prepares DA Form 2407 indicating item is excess. Deliver DA Form 2407 and item to MD. MD classifies, tags, and returns item and annotated copy of DA Form 2407 to customer. Customer prepares turn-in document annotating

condition code, NRTS code, recoverability code, and Maintenance Job Number in block P and turns in to Turn-In Point, Building 2243.

**2-40. MAINTENANCE DEPARTMENT INSPECTION TAG.** Inspection tag remains attached when recoverable item is turned in to Turn-In Point.

**2-41. NONRECURRING (INITIAL) REQUIREMENTS FOR RECOVERABLE ITEMS.** Show recoverability code in block P on request indicating nonrecurring demand and submit to SD.

**2-42. RECEIPT OF RECOVERABLE ITEM.** SARSS EUM provides customer with procedures on receipt of recoverable items.

## **Section VI. TURN-IN PROCEDURES**

**2-43. GENERAL TURN-IN PROCEDURES.** See DA Pam 710-2-1, chapter 3.

**2-44. TURN-IN POINT.** Turn-In Point is located in Building 2243. Submit requests for turn-in and related documents direct to Turn-In Point.

**2-45. ACTION BY CUSTOMER PRIOR TO TURN IN.** Customers will--

- a. Perform all organizational level maintenance IAW AR 750-1 on serviceable or repairable items.
- b. Segregate items prior to turn-in (serviceable, unserviceable, or unclassified).
- c. Ensure all related documents accompany request for turn-in (equipment logbooks, transfer records, shortage lists, or inspection forms). Enter condition code assigned by inspector on request for turn-in, as applicable.

**2-46. TURN-IN PROCEDURES.**

- a. Preparation of Turn-In Documents. See DA Pam 710-2-1 and SARSS EUM.
- b. Processing 15 or More Turn-In Documents.
  - (1) Contact Turn-In Point to schedule specific date/time for acceptance when 15 or more different items are to be turned in. Indicate number of turn-in documents to be processed and describe items to be turned in.
  - (2) Turn-In Point processes turn-ins on scheduled date/time or when workload permits.

c. Processing Hours. Normal hours of operation for Turn-In Point are 0900-1430 except for turn-in of items marked "DLR" on turn-in document. DLR hours of operation are 0730-1600.

d. Turn-In of Large Quantities of Unserviceable, Nonexpendable Items.

(1) Items remain on customer's vehicle for delivery to DRMO by customer when items to be turned in constitute a large quantity of unserviceable, nonexpendable items. This serves to reduce man-hours required in unloading, storing, and reloading for delivery to DRMO.

(2) Turn-In Point personnel prepare DD Form 1348-1A for processing turn-in at DRMO. DRMO accepts items and provides customer with action copy of DD Form 1348-1A.

(3) Customer returns action copy of DD Form 1348-1A to Turn-In Point. Turn-In Point personnel complete customer's DA Form 2765-1 and furnish one copy for customer's property records. Turn-In Point retains action copy of DD Form 1348-1A.

e. Turn-in of All Other Items. See DA Pam 710-2-1 and this regulation.

f. Turn-in of Scrap. Customer turns in obvious scrap salvage and unserviceable, nonrecoverable, expendable/durable items to DRMO. Customer prepares DD Form 1348-1A for these items and delivers it to Turn-In Point for required annotations, stamping, and inspection prior to turn-in to DRMO.

g. Amount of Customer Credit on Turn-Ins.

(1) Amount of credit for unserviceable recoverable parts will depend on whether item is RXA or non-RXA.

(a) RXA Item. MAT CAT will determine credit based on cost to repair and washout rate. DOL Stock Fund Office determines rate of credit, and DOL publishes credit value quarterly in "The Billboard." In order to expedite credit on DLR items, customer must annotate "DLR" in bold letters in upper right corner of turn-in document.

(b) Non-RXA Item. Credit is based on percentage granted by the wholesale system. DOL Stock Fund Office publishes these credit values by MAT CAT quarterly in "The Billboard." In order to expedite credit on DLR items, customer must annotate "DLR" in bold letters in upper right corner of turn-in document.

(2) MAT CAT determines credit for turn-in of excess serviceable parts, to include serviceable and unserviceable DLR, requisitioning objective (RO) level, and on-hand quantity at the SSA. TRADOC Stock Fund Office publishes credit values quarterly, and DOL publishes them in "The Billboard."

**2-47. TURN-IN OF CONTAINERIZED/CRATED RECOVERABLE REPAIR PARTS.**

Attach following statement, signed by responsible officer, to crate/container containing repair parts: "Item contained herein is complete, and NSN of item herein and that which appears on the outside of the crate or container are the same."

**2-48. REQUIREMENT FOR PROPER TURN-IN DOCUMENTATION.** Proper turn-in documentation is required of all equipment/supplies shipped, mailed, or delivered to any SSA building/facility.

**Section VII. REPAIRABLE EXCHANGE (RX) PROCEDURES**

**2-49. VEHICULAR BATTERIES.**

a. Battery RX Points. MD, Building 2250, operates RX Points for selected batteries.

b. Batteries Stocked by SD RX Point.

NSN	NOMENCLATURE
6140-00-057-2553	Battery, 12 volt, 45 amp
6140-00-057-2554	Battery, 12 volt, 100 amp
6140-00-059-3528	Battery, 24 volt
6140-01-031-6881	Battery, 12 Volt
6140-01-032-1326	Battery, 12 volt
6140-01-210-1964	Battery, 12 volt
6140-01-051-4910	Battery, 12 volt
6140-01-390-1969	Battery, 12 volt
6140-01 390-1968	Battery, 24 volt

(c) MD RX Point responsibilities.

(1) Inspect and repair batteries, as applicable, to include flushing, adding electrolyte, charging, and/or recharging.

(2) Accept turn-in of all unserviceable batteries.

(3) Furnish RX battery for battery turned in, when available.

d. SD RX Point Responsibilities.

(1) Provide replacements to customers for RX batteries **not** exchanged by MD.

(2) Transport unserviceable, irreparable RX batteries from MD to DRMO.

e. Customer Responsibilities.

(1) Turn in batteries, which appear to be unserviceable, to MD for determination of reparability. Battery Shop load tests and inspects for cleanliness and proper electrolyte level prior to acceptance.

(2) Ensure batteries damaged through causes other than fair wear and tear (FWT) are accompanied by a statement signed by commander and appointing authority, or signed statement from surveying/investigating officer that materiel has been released IAW AR 735-5 and chapter 8, this regulation.

f. Repairable Exchange Procedures.

(1) Required documentation. Prepare DA Form 2765-1 for each type battery to be turned in for exchange; Block A will indicate "RX BATTERY POINT."

(2) Turn-in procedures. Customers turn in batteries, which they consider unserviceable, to MD RX Point for inspection to determine reparability. Request for issue, DA Form 2765-1, will accompany batteries. Do not drain batteries prior to turn-in.

g. RX Batteries on PLL. Restricted, demand supported stock of lead acid batteries placed into service and issued from DS level is authorized, not required, in PLL stock. Stockage levels are based on total demands for a specific battery for all end items requiring that NSN. Total stock will not exceed quantity necessary to place two end items with the largest requirement into service, even if higher quantities are demand supported. If total demands for an NSN do not justify maximum allowable quantity, stock a lower quantity. Computation of demands is based on total requirements for PLL and will not be accumulated separately by end item. Duplicate stock for different end items requiring the same battery is **not** authorized.

## **2-50. COMPRESSED GAS CYLINDERS.**

a. Compressed gas cylinders are no longer refilled at RXA. Units needing gas cylinders refilled should contact a local vendor to coordinate refill of the cylinder. Units are authorized use of the IMPAC credit card to pay for refilling cylinders.

b. MD technically inspects unserviceable cylinders for serviceability by using DA Form 2407. Customer then processes for turn-in using normal supply procedures.

## **2-51. FIRE EXTINGUISHERS.**

a. Empty organization-owned fire extinguishers are no longer refilled at RXA. Units needing to refill fire extinguishers follow the below procedures.

(1) Take organization-owned fire extinguishers to Fire Station Number 2, Building 5030, for minor repair, weighing, and/or classification.



(2) Units process refillable fire extinguishers by using local vendor for refilling and IMPAC credit card for payment.

(3) Process fire extinguishers that are not refillable for turn-in thru Supply Branch to DRMO.

b. Order new fire extinguishers thru normal supply channels to replace unserviceable ones.

## **2-52. REPAIR PARTS.**

a. Repair Parts RX Facility Location. Repair Parts RX Facility is located in Building 2243.

b. Repair Parts RX List. SD distributes list of repair parts authorized for RX each quarter.

c. Condition of Repair Parts to be Exchanged. Repair parts to be turned in for exchange must meet following conditions:

(1) Be clean and complete.

(2) Be completely drained of oil or water.

(3) Straighten radiator fins as much as possible, within owning customer's capability.

(4) Accompany items that appear to have been damaged through other than FWT by a statement, signed by commander and appointing authority, or release from surveying/investigating officer IAW AR 735-5 and chapter 8, this regulation.

d. Repair Part RX Procedures.

(1) Customer prepares separate DA Forms 2765-1 for issue and turn-in of exchange items. If serviceable item is available for exchange, item is issued. If no serviceable assets are available, DA Form 2765-1 is accepted and established as a due out in SARSS. When serviceable assets are received, SD will issue.

(2) Personnel specified in USAFACFS Regulation 725-50 (FOUO) authenticate PD 02 through 08 requests.

(3) Customers authorized to use RXA must present DD Form 577 to receive RX items.

(4) Customers are charged 100 percent for RX items if items are stock funded. See paragraph 2-47g, this regulation, for details concerning credit for turn-in.

## **2-53. VEHICLE TIRES.**

a. RX Tire Center Location. RX Tire Center, Building 2243, is a one-stop issue/turn-in point for all tires designated to be stocked.

b. RX Tire Center Stockage List. SD distributes list of RX authorized tires quarterly.

c. RX Tires on PLL. Do not maintain RX designated tires on PLL, except as required by mandatory parts list (MPL) published for organization's TOE.

d. Submission of Documentation for RX Tires.

(1) Submit all requests for RX tires on DA Form 2765-1 to RX Tire Center. This includes requests for replacement (RX) and initial requirements.

(2) Turn in all excess/unserviceable tires shown on quarterly list of RX tires to RX Tire Center on DA Form 2765-1.

(a) Prepare DA Form 2765-1 to accompany excess serviceable/unserviceable tires.

(b) Prepare DA Form 2765-1 for unserviceable tires being turned in for direct exchange.

e. Procedures for RX.

(1) Prepare request for issue for direct exchange of tires. Request may indicate more than one tire, but must be limited to one tire NSN. Enter "RX TIRE CENTER" in Block A, DA Form 2765-1.

(2) A separate turn-in document with document number is required for tires to be exchanged.

(3) Turn in tires to be exchanged to RX Tire Center accompanied by DA Forms 2765-1.

(4) RX Tire Center will exchange on a "one-for-one" basis. When required tire is temporarily out of stock, RX Tire Center will establish a due out.

f. Procedures for Initial Requirements.

(1) Prepare request for issue for initial requirements. Request may indicate more than one tire, but limit it to one tire NSN. Enter "RX TIRE CENTER" in Block A, DA

Form 2765-1. Chief, DOL S&SD, must approve hand carried requests for initial issues of tires.

(2) RX Tire Center will issue required quantity or establish due out if required tire is temporarily out of stock.

g. Procedures for Turn-in of Excess Serviceable/Unserviceable Tires.

(1) Prepare request for turn-in. Request may indicate more than one tire, but limit it to one tire NSN.

(2) Turn in tires, accompanied by DA Forms 2765-1, to RX Tire Center.

h. Procedures for Costing.

(1) Initial requirements. Tires issued by RX Tire Center to satisfy initial requirements are charged to customer.

(2) Direct exchange. Customers are charged 100 percent for tires and provided credit for turn-ins IAW paragraph 2-47g, this regulation.

## **Section VIII. AMMUNITION**

### **2-54. AMMUNITION SECTION OPERATING HOURS.**

a. Hours of operation are posted at ASP and published quarterly in "The Billboard."

b. Customers requiring issue or turn-in during nonduty hours must make prior arrangements with Superintendent, ASP, 442-5620/6148.

### **2-55. AMMUNITION ALLOWANCES.**

a. DPTM controls authorized allowances through Training Ammunition Management System (TAMS).

b. When requirements exist for ammunition/explosives in excess of TAMS, submit request to DPTM for approval. If approved, DPTM will forward memorandum to ASP indicating types/amounts of ammunition/ explosives approved for issue.

### **2-56. SUBMISSION OF REQUESTS FOR AMMUNITION.**

a. Delegation of Authority. Units must have two copies of valid DA Form 1687 prepared IAW AR 190-11 and DA Pam 710-2-1 on file with ASP before submitting requests for ammunition. Units must also provide a copy of Assumption of Command

orders for the commander signing DA Forms 1687. DA Forms 1687 will expire with the earliest ETS or 1 year from date issued, whichever is earliest.

b. Type Document. List items in numerical sequence within NSN and Department of Defense Identification Code (DODIC) on DA Form 581 (Request for Issue and Turn-in of Ammunition). Do not use previous editions of DA Form 581.

c. Number of Copies Required. Prepare in seven copies. ASP requires original and five copies, and customer retains one copy. Customer provides supply clerk at ASP with customer's copy of DA Form 581 when drawing ammunition. Photocopies of DA Form 581 are not acceptable. This is a security measure and assures correct customer receives requested ammunition.

d. Submission of Requests. Hand carry all requests to ASP NLT 3 working days prior to date required. Include explanation of late submission, signed by battalion executive officer or above, when organization does not submit requests within this time frame. If request consists of two or more pages, duplicate pages must remain together as a set.

e. Specific Ammunition Requests.

(1) Requests for primers may reflect 5 percent overage quantity, if required.

(2) State specific purpose on requests for salutes, reveille, retreat, and funeral escort.

(3) Describe special requirement in lower left portion of block 28, DA Form 581 on requests for special exercises. This advises ASP that specific actions are required for issue.

f. Changes to Information Entered on DA Form 581.

(1) Coordinate all changes through DPTM.

(2) If requested ammunition is not required on date indicated on DA Form 581, notify Stock Records Section, ASP, 442-5620/6148, to cancel request. A new required date may be established if it is within 5 days of original.

(3) Changes may be made until 1400 on the day prior to required date.

g. Issue of Ammunition. Requested ammunition is issued on date requested only to authorized individuals. ASP will automatically cancel requests not drawn within 48 hours.

**2-57. PREPARATION OF REQUEST FOR AMMUNITION.** See DA Pam 710-2-1.

## 2-58. SUBMISSION OF REQUESTS FOR TURN-IN.

- a. Prepare separate DA Forms 581 for live ammunition turn-in and ammunition residue turn-in IAW DA Pam 710-2-1, figures 11-10 and 11-11.
- b. School troop requirements (STR) organizations responsible for turning in ammunition may indicate date of turn-in when ammunition is drawn. Coordinate turn-in date with the Supply Clerk, ASP. Enter turn-in date on all copies of DA Form 581, including suspense copy maintained by ASP.
- c. Customers with large quantities of turn-ins may submit documents for pre-editing and park vehicles with ammunition in holding area. Customer completes turn-in when edit is complete.
- d. Turn in issues within 5 working days after the last date of fire.

TYPE CUSTOMER	NUMBER OF DAYS FROM DATE OF FIRE
All except ROTC within 100 miles	5 working days
All except ROTC 100 miles or more	5 working days (Extensions may be granted)
ROTC units training on post	5 working days
ROTC units training off post	90 calendar days

- e. Failure to comply with above time frame may prevent further issue of training ammunition until reconciliation is completed IAW TRADOC Regulation 700-2.
- f. Those customers located at other than Fort Sill or Lawton may turn in any live ammunition or packing material to nearest post, camp or station. If this method is used, mail completed copy of turn-in document to ASP, Fort Sill, listing amounts turned in.

## 2-59. TURN-IN OF PACKING MATERIAL/RESIDUE.

- a. **Never** use ax, hammer, rock, or other similar object to open ammunition containers. Exercise care in maintaining packing material in serviceable condition. Protect items such as bandoleers, links, and clips from rain and snow. Do not tumble, drop, drag, throw, walk on, or otherwise treat munitions roughly.
- b. Prior to turn-in, segregate and inspect residue to determine it is free of live rounds and explosive items. Inventory packing material and components prior to loading on vehicle. Quantities on turn-in document will correspond to physical quantities.
- c. Prepare small arms brass for turn-in as serviceable stock. Free all containers of rocks, sand, dirt, standing water, etc., prior to return to the ASP for turn-in.

## 2-60. TURN-IN OF UNSEALED AMMUNITION.

a. Customer retains responsibility for ammunition until ASP surveillance personnel conduct required 100 per cent inspection. Customer initiates action IAW DA Pam 710-2-1 when items are short or damaged.

b. Units must repack all unexpended ammunition in its original packing and return it in same condition as issued. Units should retain sufficient packing material to facilitate a live turn-in of ammunition should it become necessary. If excessive quantities of boxes have been opened by unit personnel and not expended, ASP personnel are authorized to utilize unit personnel to aid in inspection procedures such as preparing boxes/items for inspection, repack, and preparation for transport to storage locations within the ASP.

c. ASP will not accept unit-applied seals. Units do not seal or reseal containers that exhibit signs of tampering or pilferage. ASP personnel must inspect all such containers.

## **2-61. TURN-IN DOCUMENTS REFLECTING SHORTAGES.**

a. Account for lost ammunition, explosives, and packing material IAW AR 735-5 and DA Pam 710-2-1. If packaging material is lost at range locations, unit(s) will contact the ASP to determine if suitable packing material may be obtained or to determine what packaging may be required to safely handle/transport item to the ASP for turn-in.

b. When request for turn-in of packing material reflects shortages above 5 percent, account for **all** items IAW AR 735-5 and DA Pam 710-2-1. Account for **any** shortage of artillery cartridge cases, 66mm LAW launchers, artillery propellant charge containers, small arms cartridge cases, mortar fiber containers, and mortar boxes IAW AR 735-5 and DA Pam 710-2-1.

c. When and/or where it is not practical or possible to recover expended ammunition cases, commander signs statement that all rounds were fired and explains why cases were not recovered, IAW AR 735-5 and DA Pam 710-2-1.

## **2-62. FILING OF COMPLETED AMMUNITION REQUESTS FOR ISSUE/TURN-IN.**

a. Indicate an expendable document number on all requests for issue and turn-in of training ammunition. Record requests in expendable document number register or in a separate register using expendable document number procedures. Do not post these transactions to property books.

b. File completed training ammunition issue and turn-in requests in appropriate document file.

c. Recording all training ammunition issue and turn-ins requests in expendable register will assure documents supporting positive reconciliation are available.

## **2-63. RETURN OF AMMUNITION AND CREDIT.**

a. Return ammunition not expended, including blank and training ammunition and packing material, on date indicated on DA Form 581. Late turn-in will require a statement by officer in charge explaining reason for late turn-in. Consistently late turn-ins are reported through command channels to organization commander.

b. Submit signed DA Form 581 indicating total expenditure in all instances where 100 percent of issued ammunition has been expended.

c. Return all ammunition and live components, not expended during day's firing, except excess powder increments, to ASP.

d. Unit may retain ammunition or live components overnight **only** by complying with security requirements prescribed in AR 190-11. Follow quantity, distance, and storage compatibility requirements as outlined in DA PAM 385-64 and TM 9-1300-206.

e. Always return ammunition in original containers to preserve identity of lot numbers.

f. Do not mix explosives or ammunition with fired components when returned to ASP.

g. Turn in all expended components and packing material on DA Form 581.

h. Customers draw only ammunition expected to be expended on a particular test or mission. Units do not discard ammunition to circumvent turn-in. If munitions items are found in excess of turn-in requirements, ASP will accept items at ASP as found-on-post.

## **2-64. TRAINING AMMUNITION FORECAST REPORT, FEEDER FOR RCS CSGLD 1322.**

a. All customers, including Reserve Components, requiring ammunition submit DA Form 5514-R (TAMIS - Training Ammunition Forecast Report) for the period covered by the report.

b. Prepare reports, in triplicate, to reflect requirements by month for succeeding 12 months and submit to DPTM NLT the first day of the month preceding the period covered. Although report covers a 12-month period, submit it monthly. Negative reports are required. Submit requirements for missiles on separate DA Forms 5514-R.

c. Station stocks are computed on requirements reflected on these reports; therefore, requirements are based on firm and thoroughly evaluated training plans. ASP needs 90 days notice of requirements to allow requisitioning and shipping time from depot.

d. If expenditure occurs at another installation, reports must state month and location.

e. Amounts programmed for current month and not used will be cut off and not carried forward to next month. If additional amounts are required over monthly forecasted quantity, submit memorandum through major subordinate command or activity to DPTM, stating amount of increase, date required, and justification. Use DPTM approved memorandum as authority for submission of a priority requisition.

f. Submit all reports through command channels to DPTM for approval IAW training requirements. Submit requirements IAW USAFACFS Regulation 350-1.

g. DPTM forwards Monthly Requirements Report, feeder for RCS CSGLD 1322, to ASP NLT 20th of each month.

h. Reserve Components submit requirements for summer camp annual training on 5AA Form 308A.

## **2-65. RECEIPT AND STORAGE OF AMMUNITION.**

a. Only individuals authorized on unit's DA Form 1687 may receive ammunition.

b. Customers requiring ammunition for early morning shoots may draw it the day preceding scheduled shoot. Only compatible items, which cannot be pilfered, are loaded for overnight storage and parked in designated, marked holding areas under supervision of ammunition checker in charge.

(1) Do not load small arms ammunition, grenades (all types), demolition items, detonating agents (all types), and small rockets for overnight storage.

(2) Issue items required for early morning shoots, but unauthorized for overnight storage on customer vehicles as follows:

(a) Pre-issued on DA Form 581.

(b) ASP prepares DA Form 3151-R, Ammunition Stores Slip, in two copies, reflecting type and amounts of ammunition, and gives one copy to customer.

(c) ASP stores items listed on DA Form 3151-R in appropriate magazine and issues them on the morning of shoot.

c. If customer needs small arms ammunition for more than 1 day's requirements, munitions will remain in the field overnight under guard. Notify Range Division of position/location of such temporary field storage points and types of munitions stored. Provide Temporary Range Area Ammunition Storage points with the following:



(a) Limit access to area personnel incident to issue/return of munitions only. Mark such storage areas to indicate restricted area.

(b) Mark areas with NO SMOKING WITHIN 50 FEET signs of suitable size, to prevent smoking within 50 feet of stored munitions (to include blank and /or small arms ammunition).

(c) Place one serviceable 10 BC fire extinguisher or equivalent near the field ASP for immediate access.

(d) Raise munitions off the ground by use of suitable STABLE dunnage, to prevent water damage and provide for air circulation to the stack.

(e) Do not refuel within 100 feet of stored munitions.

(f) Keep responsible personnel (e.g., the ammo NCO, NCOIC, or Range OIC, etc.) present at training sites, with accountable paperwork (581/5515-R/5514-R, etc.) available at all times.

(g) Keep a tarpaulin, of suitable size, available to place over the munitions to protect items from rain, snow, etc., should inclement weather occur during temporary storage

(h) Do not permit radio frequency (RF) producing devices such as hand-held radios, cellular telephones, vehicle transmitters, etc., within 50 feet of unpacked or non-RF safe packed electrically initiated devices.

(i) Keep all types of residue segregated from each other and in suitable containers to provide safe transport from range areas to the ASP for turn-in.

(j) If vehicles and/or vehicle trailers are utilized on range areas for storage of munitions, chock tires, set brakes, and shut off engines during nontransport missions. If trailers are disconnected from tractor, support landing gear with feet to prevent sinking. In addition, position trailer jacks at the front of trailers in case landing gear fails. Assure landing gear is positioned prior to disconnecting tractor from trailer.

(k) Limit access to only the number of personnel required to safely and efficiently operate temporary field storage points of ammunition /explosives.

d. Store small arms ammunition in customer areas IAW AR 190-11, DA PAM 385-64, TM 9-1300-206 as supplemented, and USAFACFS Regulation 190-1. Installation Physical Security Officer must approve storage.

e. Ammunition train commanders or customer representatives must check items to be sure correct stock number, description, lot number, and amounts shown on DA Form 581 are received.

f. ASP prepares external SOP detailing procedures for completion of DA Form 1687 and DA Form 581.

g. Organization Personnel Requirements for Loading/Off-loading.

(1) For small arms ammunition, less than 20mm: Up to 50 boxes requires one NCOIC (E5 or above) and two enlisted personnel (E4 or below). For each additional increment of 50 boxes, add one enlisted person.

(2) For artillery ammunition, 20mm through 155mm: Up to 100 rounds requires one NCOIC (E5 or above) and four enlisted personnel (E4 or below). For each additional increment of 50 rounds, add one enlisted personnel.

(3) Requirements for personnel to load or off-load ammunition at ASP are minimum requirements. Organizations may add personnel for loading or off-loading ammunition.

**2-66. POWDER BURNING.** Organizations dispose of excess and unused powder increments by burning in designated area at conclusion of firing exercise IAW USAFACFS Regulation 385-1. Do not burn ammunition packing materials, wood pallets, etc., as a means of providing heat during cold weather. These boxes may contain wood preservatives such as PCP or other similar types of chemical additives, which could be harmful if fumes are inhaled. Unit personnel handling PCP treated boxes or pallets must wash hands or any other area of the body, which may have come in contact with such material prior to eating or drinking. Wear leather or leather-palmed gloves when handling PCP treated boxes or banding material. Always protect eyes when cutting banding material. All personnel must wear hearing protection devices while at range training areas where required by Fort Sill regulation.

## **2-67. TRANSPORTING AMMUNITION AND EXPLOSIVES.**

a. Handle, load and transport ammunition/explosives IAW CRF 49, TM 9-1300-206, TRADOC Regulation 700-2, and USAFACFS Regulation 385-1. Follow security measures outlined in AR 190-11. Do not leave or return to ASP without ammunition/explosives being properly blocked, braced, and/or tied down. Assure tie down straps and securing points are in serviceable condition. Remove defective tie down straps from the supply system IAW unit directives. Consider rated capacity of tie down straps a maximum of 5000 pounds per strap unless otherwise indicated. Secure all loads with sufficient tie-down straps or other suitable approved means to prevent both longitudinal and lateral movement during transport.

b. Handle, load, and transport ammunition/explosives under direct supervision of competent, qualified personnel thoroughly familiar with all ammunition safety requirements.

c. Transport ammunition/explosives within the body of vehicle/trailer, and close and secure tailgate or tailboard during transit. Open body vehicles/trailers must have well constructed, securely fastened sides to safely restrain ammunition/explosives. If vehicles are equipped with sideboards, use sideboards in addition to other munitions load securing devices or items such as blocking and bracing and/or tie-down straps. Do not exceed vehicle load capacities nor tire weight limitation. Equip or have ready access to a tarpaulin for open top vehicles in order to protect munitions in case of inclement weather conditions during transport operations. Ammunition/explosives loaded in any vehicle or trailer must be compatible for shipment. Hook up trailer safety chains and air brakes when trailers are loaded with ammunition or explosives. Attach proper explosive placards, and insure trailer lights are operational. Authorized trailers to transport ammunition explosives are--

- (1) Ammunition trailers. No restrictions.
- (2) Cargo trailers. Not authorized to transport artillery projectiles.
- (3) Semitrailers. No restrictions.

d. Organizations inspect vehicles using DD form 626 for all class A or B explosive loads prior to departure for ASP to either pick up or turn-in ammunition items. Use DD Form 626 as a checklist for other than hazard class/division 1, 1.1, 1.2, and 1.3 loads. Complete DD Form 626 as follows:

(1) Complete DD Form 626 in duplicate. Individuals who perform the inspection sign the form in the appropriate block. Inspect vehicle within 24 hours of anticipated utilization. If vehicles are used for any other purpose prior to pick-up of munitions, another DD Form 626 inspection is required PRIOR TO DISPATCH to the ASP for loading. Inspect vehicles used to transport unused items from range sites prior to departure from range areas to assure safety during transport. Unit NCO/NCOIC/OIC at range locations are responsible to assure items are properly secured and in safe condition for transport prior to departure from range areas. Inspection personnel at ASP verify safety condition of vehicles arriving from range area. ASP personnel provide escort for high security munitions items from and/or to storage locations to unit guard personnel stationed outside the ASP gate.

(2) Complete DD Form 626. Individual who performed inspection signs in "UNIT INSPECTOR" block.

(3) Upon arrival at ASP, driver presents completed DD Forms 626 to ammunition checker. Ammunition checker inspects vehicle prior to entering storage area, using DD

Form 626 checklist. Checker completes remaining portions and provides driver with one copy.

e. Vehicles entering ASP must stop at main gate. Do not permit any food, flame-producing devices, or items that produce static electricity or stray currents (matches, lighters, firearms, cameras, radio communications equipment, cellular telephones etc.). Do not allow unit ammunition guards to enter the ASP with weapons. ASP personnel escort high security munitions items from and/or to storage locations to unit guard personnel stationed outside the ASP gate. Shut off radio communications equipment when in storage area or parking lot. ASP personnel are not responsible for items remaining in gate guard building. Permit only vehicle operator and assistant operator in vehicles transporting ammunition/explosives.

f. Do not proceed into ammunition storage area, during duty hours, until load has been inspected and checker assigned. Vehicle will remain in parking lot until checker is available. ASP personnel escort military organizations wanting to park or remove vehicles during nonduty hours. Vehicles are not allowed to proceed without government or contract guard escort.

g. Fuel vehicles sufficiently prior to dispatch to the ASP for munitions loading. Refuel vehicles loaded with munitions that run out of fuel while inside the ASP only after downloading of all energetic material and towing outside the ASP area. Vehicles must remain on main roads, and operators obey all traffic signs posted within storage area. In case of breakdown, only tow bar and vehicle equal or greater in size to vehicle being towed will tow vehicle. Use of jumper cables or exchange of batteries on vehicles while in storage area or parking lot is prohibited. Do not perform maintenance on vehicles while in storage area or parking lot.

h. Load ammunition/explosives on tactical vehicles to the rated highway vehicle weight limits. Do not exceed tire load ratings.

i. Track vehicles are not allowed in ASP.

j. Ammunition train commanders and ASP personnel enforce procedures for transporting ammunition/explosives. Vehicle drivers are responsible to assure loads are properly distributed, tied down, and protected from the elements prior to movement.

k. Vehicles transporting 1.1, 1.2, and 1.3 munitions must display four (4) DOT approved explosive placards. Place one placard on the front of the transport vehicle, one on each side, and one on the rear of the vehicle. Affix all such placards to vehicles with means to prevent loss during transport. Use placards, which do not display hazard class/division and transportation compatibility group identification markings, until exhausted. All such placards will display applicable explosive class. Do not fabricate placards. Placards must be government issued and are available from GSA. Hazard class 1.4 munitions (e.g., small arms ammunition) do not require vehicle placards. Other than 1.4 compatibility group, S munitions items that require labeling IAW 49 CFR

also require vehicle placards. Fire symbol 4 or DOT Dangerous placards may be used on post. Do not use fire symbols off post. If any confusion exists, contact ASP personnel for assistance.

l. Do not use POV to transport ammunition or explosives. Ammunition or explosives are shipped to customers who do not have government provided conveyance. All such vehicles must meet applicable inspection requirements noted on DD Form 626.

m. Do not move, park, nor download vehicles loaded with ammunition/explosives through, in or near inhabited areas (family housing, troop billets, motor pools, public highways, etc.) at any time. See USAFACFS Regulation 385-1 for safety requirements for transporting explosives.

n. Equip and inspect all trucks (military /government or civilian) destined for either on or off-post movement IAW DoD Reg 4500.9R, 49 CFR/BOE 6000 series regulation and TM 9-1300-206. Do not use vehicles that do not meet unit level PMCS requirements to transport munitions in any area until required repairs are completed.

o. Equip government vehicles involved in on or off post shipments, as a minimum, with two Class 10 BC rated portable fire extinguishers when transporting DOT Class A or B explosives. Mount one on outside of vehicle cab on driver's side. One extinguisher must be CO<sub>2</sub> or dry chemical if chemical munitions are being transported. Use two Class 10 BC rated portable fire extinguishers when transporting DOT Class C ammunition/explosives.

p. Use only approved type fire extinguishers, and ensure seal is intact. ASP personnel do not permit vehicles with improper, unsealed or defective fire extinguishers to enter ASP.

## **2-68. CARE IN HANDLING AND PRESERVATION OF AMMUNITION.**

a. Do not drop, drag, throw, tumble, or otherwise strike boxes containing explosive components.

b. Store ammunition in a dry, well-ventilated place, protected from direct sun and other sources of heat.

c. Protect ammunition from mud, sand, moisture, frost, snow, ice, dirt, oil, grease, and other foreign matter.

d. Handle unpacked ammunition carefully to prevent damage to primer, cartridge case, rotating band, and fuze.

e. Refer to TM 9-1300-206, TM 9-1300-250, TM 9-1300-251-20, and applicable operator and organizational maintenance manuals for additional information.

## **2-69. AMMUNITION SAFETY PRECAUTIONS TO BE OBSERVED AT FIRING POINTS.**

a. Handle ammunition/explosives IAW applicable operator and organizational manuals. Personnel do not disassemble, modify, or tamper with ammunition/explosives or their components.

b. Do not fire artillery ammunition of any caliber, including mortar, without authorized fuze attached. Firing with unauthorized fuze or without fuze could result in inbore premature, downrange premature, or other hazardous condition, which could cause serious injury to personnel or damage to equipment.

c. Artillery fuze contains extremely sensitive explosives and must be handled carefully at all times.

d. Handle primers carefully at all times. Do not force primers into gun breech. Doing so could cause accidental initiation, resulting in personal injury.

## **2-70. CARE AND HANDLING OF AMMUNITION AT FIRING POINTS.**

a. Do not break or open metallic seals, barrier bags, and hermetically sealed containers until ammunition is required for immediate consumption.

b. Remove ammunition/explosives from sealed containers by means of tape tear strip, if so equipped. Do not withdraw item from container until it is to be expended. **Never** use an ax or like tool to cut bands or seals or to open packed ammunition or explosives.

c. Precutting of powder charges is not authorized except for charge to be served to weapons in compliance with next succeeding fire command.

d. Use only authorized fuze wrench and fuze setter in assembly of fuze to projectile and setting of desired time.

e. Do not fire ammunition if lot number is unknown, unless issued as Lot #UNKNOWN from ASP.

**2-71. REPORTING OF AMMUNITION DUDS.** Report all ammunition duds IAW AR 75-1, AR 385-63, and USAFACFS Regulation 385-1. This report is exempt from report control UP of AR 335-15.

## **2-72. AMMUNITION MALFUNCTIONS.**

a. Reporting. Report all ammunition duds IAW AR 75-1, AR 385-63 and USAFACFS Regulation 385-1. Items such as practice hand grenades, hand

grenade/ground burst simulators, trip flares, etc., which are employed/thrown after initiating devices have been functioned (e.g., safety pins pulled), and fails to function are to be considered DUDS, not misfires, for Fort Sill purposes. Report these items for disposition to Explosive Ordnance Disposal. Do not handle, transport, or return such items to ASP as they pose a potential explosive hazard. Range Division will contact Quality Assurance (Ammunition Surveillance)(QASAS) personnel and/or Logistics Assistance Representatives (LAR) to investigate all potential ammunition malfunctions. QASAS and LAR personnel investigate to determine if munitions may have contributed to accidents or incidents and report potential malfunction immediately to Range Division.

b. Description. Malfunction is failure of an ammunition item to function as expected when fired or launched, or when explosive components function under conditions that should not cause functioning. Malfunctions include hang fires, misfires, duds, abnormal functioning, and premature functioning of explosive ammunition items under normal handling, maintenance, storage, transportation, and tactical deployment. Malfunctions do not include accidents or incidents that result solely from negligence, malpractice, or situations such as vehicle accidents or fires. Units must make every attempt to gather all applicable information related to a potential malfunction. Include, as a minimum, a written statement from the range ammo NCO/NCOIC/OIC, which describes, in detail, all events which took place at the time of incident. Leave weapons involved in such potential ammunition malfunctions in place, undisturbed, following required clearing. Protect ammunition involved from the elements and heat and leave in place, whenever practical. Unit weapons pool personnel do not disassemble or otherwise perform weapons maintenance until such time as cleared to do so by QASAS and /or LAR personnel.

c. Unit personnel complete Malfunction Feeder Report (DA Form 4379-R) while awaiting the arrival of malfunction investigation team member on site. DA Form 4379-R is available in AR 75-1. Report all malfunctions to Range Control. Range Control contacts applicable malfunction investigation team personnel for reporting to applicable firing points. DA Form 4379-R is exempt from report control UP of AR 335-15. Malfunction team members will provide DA Form 4379-R when not available to unit for any reason. **Units are not cleared to continue firing ammunition types involved in potential malfunction until cleared to do so by both QASAS and LAR representatives.**

d. Do not modify, tamper with, disassemble, or use ammunition for other than original intended purposes.

**2-73. POLICE OF RANGES.** Police ranges thoroughly after firing to ensure all ammunition, components, and packing material are recovered. Do not bury or discard ammunition packing material, ammunition items, wood pallets, banding material, etc., to negate normal turn-in procedures at the ASP.

**2-74. AMMUNITION BASIC LOADS.** See FORSCOM Regulation 700-3.

a. Activation of FORSCOM Organization. Within 30 days of activation, commander furnishes written notification to ASP providing all pertinent information. ASP notifies FORSCOM and requests printout for Organization Ammunition Basic Load authorization.

b. Ammunition Basic Load Authorization Printout. FORSCOM provides three copies of Ammunition Basic Load Authorization printout for most FORSCOM organizations. Upon receipt of organizational copy, organization commander will--

(1) Review ammunition authorizations to determine conformance with TOE/MTOE authorizations for weapons and equipment.

(2) If authorizations are correct, prepare DA Form 581 (six copies) IAW DA Pam 710-2-1 for each battery, company, etc. Submit DA Forms 581 to ASP within 60 working days from receipt of authorization documentation.

(3) Resolve any disagreement with ammunition authorization through unit's chain of command.

(4) Upon receipt of DA Forms 581, ASP date-stamps copy number 6 and furnishes this copy to organization. Organization maintains this annotated copy and FORSCOM printout on file. These documents are subject to inspection.

c. No Ammunition Basic Load Authorization Printout Provided. If organization does not receive authorization printout, organization commander will--

(1) Prepare FORSCOM Form 149-R, Basic Load Computation Sheet, in three copies and submit to ASP for validation. ASP personnel assist commanders in manual establishment of ammunition basic loads.

(2) Upon validation of FORSCOM Form 149-R by ASP, prepare DA Form 581 IAW b above.

d. TOE/MTOE Changes. Organization commander provides ASP with written notification as pertains to basic load of ammunition when changes to TOE/MTOE are received or when organization is directed to reorganize under new TOE. ASP will notify FORSCOM.

e. Inactivation or Transfer of Organization. Commander notifies ASP upon receipt of orders to transfer to another installation or to inactivate.

f. Deployment of Organization. Commanders ensure organizations are deployed with To Accompany Troop (TAT) ammunition.



**2-75. QUARTERLY INVENTORY OF AMMUNITION.** AR 710-2 requires quarterly inventory of ammunition items. DOL closes ASP for 3 days during each calendar quarter to conduct this inventory. ASP will announce dates and times.

**2-76. AMMUNITION STORED IN UNIT AREAS**

a. Munitions items that remain in temporary storage areas at range location for more than 24 hours or in unit areas such as designated unit arms rooms are identified by use of a Magazine Data Card (MDC) (DA Form 3020-R). Use of this form is described in AR 710-2.

b. Units may store limited quantities of small arms ammunition to include blank ammunition in unit arms rooms. Do not permanently store more than 500 rounds of small arms ammunition in an arms storage facility. Directorate of Public Safety, Game Warden Section and Military Police may store limited quantities of small arms ammunition items in excess of these limitations for mission essential or operational necessity. Do not store more than 50 pounds Net Explosive Weight (NEW) of HC/D (04) 1.2. blank ammunition in unit arms room. In all such cases, Installation Physical Security and Crime Prevention, Installation Safety, and QASAS officers must approve such storage. Use fragment barriers for such storage. Acceptable barriers are as follows:

- (1) 1/4 inch thick mild steel plate;
- (2) One layer of sand bags;
- (3) 12 inches of loose sand or dirt;
- (4) Equivalent protection.

c. Installation Safety, security, ASP, and DOL QASAS must approve all such measures taken for proper storage of these items. Following local acceptance, forward request(s) to TRADOC Safety, Security, and Ammunition Surveillance personnel for review prior to final approval of such storage. All other ammunition items, to include pyrotechnics, fuses, smoke grenades, tear producing agents, etc., are not authorized for storage in unit arms rooms.

d. Units may **temporarily** store items of the types described above, not to exceed quantities noted above, for periods not to exceed 72 hours provided--

- (1) Munitions are stored for mission essential requirements.
- (2) Storage does not interfere with operational requirements of the installed alarm system (e.g., motion sensors, etc.)

(3) Unit stores ammunition in a locked and modified wall locker separate from weapons, sensitive items, privately-owned weapons such as knives, swords, etc., and separate from any privately-owned ammunition.

(4) Ammunition is included on all inventories.

(5) Unit conducts periodic checks at irregular intervals not to exceed 8 hours by other than unit arms room personnel.

f. Store ammunition away from heat producing devices such as space heaters, electrical outlets, flammable materials, rags, oil, paint, cleaning solvents, break-free, etc.

g. Post fire symbol number 4 on the exterior of buildings, which may be seen, in all avenues of approach, by fire fighting personnel. Units do not need to post fire symbols on buildings where the commander has determined such not to be in the unit's best interest for security reasons. If such is the case, provide documentation to the Fire Prevention and Protection Office and Provost Marshal. Post fire symbol number 4 on arms room entrance door and on storage locker(s) where unit is storing munitions.

h. Do not store unserviceable ammunition in unit arms rooms.

i. Post evacuation routes on each arms room door where unit is storing munitions.

j. A minimum of one 10 BC or equivalent type fire extinguisher is required in the same area munitions are stored and must be immediately available for use.

k. Make all applicable accountability documents for ammunition stored in unit areas immediately available for inspection purposes. Such documentation must identify items by NSN, Lot Number, and Quantity On Hand.

l. Identify and mark lite/light (less than full quantity standard packs) boxes of ammunition with a lite box container tag. Remove unit applied seals prior to turn-in to ASP. Do not remove factory or ASP applied seals from standard containers unless a requirement for issue or quantity confirmation exists. All containers with other than factory or ASP applied seals shall be 100 percent inspected at time of turn-in to the ASP by ASP ammunition inspection personnel.

m. Report stored arms room locations and type/quantities of ammunition to QASAS office every 6 months or as determined necessary by the supporting QASAS.

n. QASAS conduct an annual or more frequent inspection of unit arms rooms to determine if stored ammunition items comply with local and higher headquarters requirements. QASAS conducts these inspections on a predetermined schedule and contacts the units well in advance of inspection dates. Units may also request such inspections in writing if so desired for technical assistance purposes. Units are advised that such visits are conducted on a "as time permits" and "first come-first served" basis.

## **2-77. AMNESTY.**

a. Ammunition amnesty program is necessary to ensure maximum recovery of military ammunition, explosives, and valuable ammunition residue items. It was established to provide opportunity for individuals to return ammunition which had been stolen, misplaced, or erroneously left in the possession of a unit after turn-in and reconciliation have been finalized IAW DA Pam 710-2-1. These returns can be made without fear of prosecution; therefore, do not use amnesty turn-ins as basis for initiation of an investigation of individuals making turn-ins.

b. ASP personnel will accept delivery of ammunition/explosives under the amnesty program during normal ASP operating hours provided ammunition/explosive is handed directly to an ASP operator at the ASP. No paperwork is required, and ASP will not ask questions.

c. Amnesty program is not a substitute for normal turn-in procedures. Do not use it to circumvent standard procedures. Units discovering ammunition/explosives on hand after having reconciled their accounts are authorized to make an amended turn-in IAW DA Pam 710-2-1.

d. Advantage of amended turn-in over amnesty turn-in procedures is that ammunition can be immediately accounted for at unit level. Individuals do not have to hold, transport, and turn-in items without documents authorizing them to be in possession of ammunition.

e. Unit commanders must brief all personnel on amnesty procedures quarterly and give refreshers during prefiring briefings.

f. All commanders ensure an atmosphere is created that does not intimidate soldiers or prevent them from freely turning in ammunition.

g. Any person who finds ammunition/explosives should contact ASP, 442-5620/6148, during duty hours or Military Police, 442-2101/2102, after duty hours.

## **Section IX. DEPARTMENT OF DEFENSE SMALL ARMS SERIALIZATION PROGRAM (DODSASP)**

**2-78. OBJECTIVE.** To establish visibility by serial number of all small arms within DoD IAW AR 710-3, chapter 4, and DA Pam 710-2-1.

**2-79. SPECIAL PROCEDURE.** Report small arms not assigned an NSN, small arms with missing serial numbers, and/or small arms with obliterated/illegible serial numbers by memorandum listing make, model, and caliber of each weapon. Submit memorandum through CPBO to SD.

**2-80. NONREPORTABLE SMALL ARMS.** Small arms not required to be reported are:

- a. Weapons assigned to classified activities.
- b. Small arms purchased with non-appropriated funds.

**2-81. INSTALLATION SMALL ARMS SERIAL NUMBER FILE.** SD Small Arms Serialization Surety Office, BOC, maintains Installation Small Arms Serial Number File, based on FS Form 482 and DODSASP computer listings.

**2-82. UPDATING INITIAL REGISTRATION OF SMALL ARMS.** Use following procedures to update registration of small arms:

- a. Turn-in of Small Arms to SD. Unit/activity prepares DA Form 3161 and DA Form 2765-1 annotated with weapon serial number and forwards documents with blue (organization) copy of DA Form 2407 to PBO for review and assignment of document number. Unit hand carries DA 2765-1 with weapon to turn-in point.

- b. Lateral Transfer of Small Arms.

- (1) Action by losing organization. Prepare one DA Form 3161 listing all weapon serial numbers in block 12c and DODAAC and document number of gaining organization in block 3.

- (2) Action by gaining organization. None; SD will use DA Form 3161 submitted by losing organization to add small arms to gaining organization's registration list.

- c. Correction of NSN. Prepare memorandum, signed by PBO, using transaction code "K" and listing old NSN, new NSN, and weapon serial number.

- d. Correction of Serial Number. Prepare memorandum, signed by PBO, using transaction code "K" and listing NSN, old serial number, and new serial number.

- e. Report of Survey for Loss of Small Arms. After all investigative requirements, including RS, have been initiated, prepare memorandum using transaction code "L" and listing NSN and weapon serial number.

- f. Submission of memorandum. Hand carry memorandum prepared to update registration list to SD or mail to Cdr, USAFACFS, ATTN: ATZR-LCI-S (DODSASP), Fort Sill, OK 73503-5100.

**2-83. DODSASP ASSISTANCE.** Assistance concerning DODSASP reporting procedures may be obtained from SD, DSN 639-3919, commercial 580-442-3919

**Section X. PETROLEUM, OILS, AND LUBRICANTS (POL)**

**2-84. POL FACILITY ISSUE POINTS AND HOURS OF OPERATION.** Hours of operation are posted at POL issue points and are published quarterly in "The Billboard." Locations and types of service of POL Facility issue points are as follows.

Location	Type Products	Type Service
Building 2177	Mogas, diesel fuel	Vehicle/fuel can issues
Building 2331	Packaged oils, lubricants	Issue/turn-ins*
Building 5150	Jet fuels	Bulk issues/turn-ins
Building 5900	MOGAS, diesel fuel	Bulk issues
Building 2177	Mogas, diesel fuel	Emergency vehicles (MP, Fire Dept. etc.)(LEC has key to area)

\*Contact Vehicle Pool, (580) 442-6544 (Building 2272) before issue or turn-in.

**2-85. ACCOUNTABILITY.** Account for, control, and inventory all Army-owned POL products received, stored, and dispensed at this installation IAW AR 710-2 and DA Pam 710-2-2. Perform tank gauging IAW FM 10-18, chapter 10. Organizations must maintain permanent equipment history records for each storage tank IAW MIL STD 457A.

**2-86. ESTABLISHING PETROLEUM FUEL ACCOUNTS.**

a. Newly assigned units must contact the POL Manager, 442-3721, Building 1655, to ensure activation of the unit's DODAAC and APC/FC.

b. Units using POL Facility on temporary basis (RC, NG) or units whose organic fueling facility becomes inoperable must submit a memorandum to the S&SD Accountable Officer, Building 1655, Fort Sill, providing the following:

- (1) DODAAC and FC.
- (2) Type and number of vehicles to be fueled (wheeled vehicles only).
- (3) Period of time fueling support will be needed.

**2-87. REQUESTING POL PRODUCTS.**

a. Bulk Fuels. Units/activities submit DA Form 2765-1 to POL Manager, Building 1655. Documents turned in to POL Manager after 1200 hours will reflect the next workday's Julian date. When requested, POL personnel will deliver bulk fuels to fuel tanks supporting stationary equipment. Units having 10,000-gallon storage tanks should coordinate with POL Manager for receiving tank truck delivery.

b. Packaged POL Product. All units and garrison organizations on Fort Sill will request re-refined motor oils available through the Closed Loop contract administered by Defense Logistics Agency (DLA).

(1) Submit DA Forms 2765-1 for packaged POL products to SARSS1 Point, SD, Building 2243. The following NSNs for re-refined motor oil are available under the DLA contract:

**MILSPEC OILS**  
(IAW MIL-L-2104)

NSN	GRADE	UI	
9150-01-460-7526	30W	QT	1 quart plastic
9150-01-460-7536	30W	CN	5 gallon can
9150-01-460-7518	30W	DR	55 gallon drum
9150-01-460-7897	30W	GL	Bulk
9150-01-460-7956	40W	DR	55 gallon drum
9150-01-460-7965	40W	GL	Bulk
9150-01-438-6076	15W40	QT	1 quart plastic
9150-01-438-6082	15W40	CN	5 gallon can
9150-01-438-6079	15W40	DR	55 gallon drum
9150-01-438-6084	15W40	GL	Bulk

**COMMERCIAL OILS**  
(IAW CID A-A 52039 / CID A-A-52306)

NSN	GRADE	UI	
9150-01-438-5875	10W30	BX	Box of 12 quarts
9150-01-438-5882	10W30	CO	5 gallon can
9150-01-438-5891	10W30	DR	55 gallon drum
9150-01-438-5933	10W30	GL	Bulk
9150-01-438-5905	15W40	BX	Box of 12 quarts
9150-01-438-6064	15W40	CO	5 gallon can
9150-01-438-6066	15W40	DR	55 gallon drum
9150-01-438-6071	15W40	GL	Bulk

(2) To reduce possibility of shelf life expiration and allow for stock rotation, do not maintain stockage of packaged POL products exceeding 15-day normal usage.

(3) When requested products are released for issue, POL personnel post DODAAC on board in front of Building 2272, Mobile Equipment Pool Area. Make telephonic inquiries, requesting status of requisitions, to storage personnel at 442-6544.

c. POL Fuel Dispensing Keys.

(1) Units requiring initial or replacement issue of fuel dispensing keys must hand carry DA Form 2765-1 requesting NSN 5340-00-T01-5149 with a memorandum to POL Manager, Building 1655. Provide name of unit, building number, POC name and telephone number, DODAAC, APC or fund code, vehicle identification number, type of fuel used (mogas or diesel), and serial number of key(s) being replaced, if applicable.

(2) Keys are assigned serial numbers, encoded, and issued to unit PBO.

(3) Unit PBO accounts for keys as durable items and issues to hand receipt holders by serial number.

(4) Report lost or missing keys immediately to PBO and POL Manager, Building 1655, 442-3721. Units also report any transfer or turn-in of keys. Failure to report lost, missing, or transferred keys will result in the unit's being charged for fuel issued against those keys.

**2-88. RECEIVING BULK PETROLEUM PRODUCTS.**

a. Commercially Supplied Fuels. The Installation POL Manager at SD, BOC, coordinates commercial bulk fuel deliveries.

b. Army-Owned Fuels. PBO or properly designated representatives are authorized to receive bulk fuel delivered by POL Facility or commercial vendors.

c. Receiving Procedures. See DA Pam 710-2-1.

d. Fueling Vehicles. Dispatch wheel vehicles receiving fuel from POL Facility properly. Automated fuel system key is required to obtain fuel.

e. Fuel Tank Truck or 600-Gallon Fuel Pod. Unit/activity submits DA Form 2765-1 requesting amount of fuel needed through supply channels NLT 2 working days prior to anticipated need. Requested fuel is dispensed into tanker/pod at POL Facility.

f. Fuel Cans.

(1) Fuel is only dispensed into properly marked 5-gallon military cans or standard safety cans of commercial design. Automated fuel system key, coded for issue to cans, is required to obtain fuel.

(2) Commanders are authorized to approve filling of fuel cans in support of on-site operation of equipment.

**2-89. COSTING OF FUELS.** POL issue transactions to cost customers are processed daily with final costing for each month made on financial inventory accounting (FIA)

cutoff date. Fuel issues made after FIA cutoff date are costed with following month's transactions.

## **2-90. STORAGE OF POL PRODUCTS.**

### **a. Bulk Petroleum.**

(1) Store and maintain all fuels in permanent storage tanks, tank trucks, or fuel pods IAW AR 190-51, DA Pam 710-2-1, DA Pam 710-2-2, FM 10-67-1, MIL HDBK 200 and USAFACFS Pam 703-2. Do not put in, store, or dispense fuel from tanks not in compliance with standards in above publications.

(2) Check storage tanks daily for water and, if detected, remove it.

b. Packaged POL Products. Store IAW MIL HDBK 200, chapter 8, FM 10-67-1, and AR 190-51. Upon request, POL Facility will furnish extended shelf life for reinspected products.

**2-91. SECURITY/CONTROL OF POL PRODUCTS.** Commanders ensure all necessary controls in AR 190-51 and AR 710-2 are used. Detailed procedures are provided in DA Pam 710-2-1.

## **2-92. QUALITY SURVEILLANCE OF BULK PETROLEUM.**

a. Commanders are responsible to assign only those personnel knowledgeable of POL handling procedures the responsibility for receiving, storing, transporting, and dispensing of fuels.

b. Quality assurance standards and handling procedures for organizational level operations involving motor gasoline and diesel fuel are set forth in USAFACFS Pam 703-2.

c. Quality assurance standards and handling procedures for organizational level operations involving aviation fuels are prescribed in FM 10-67-1.

d. Diesel fuel is dispensed to Army-owned vehicles through filter separator IAW MIL HDBK 200.

e. Perform filter separator effectiveness testing as required by AR 710-2. Do not dispense fuel into Army-owned vehicles or equipment unless testing has been performed. Maintain annual register, number in sequence each sample submitted, and record on register.

## **2-93. TURN-IN OF PETROLEUM PRODUCTS.**

### **a. Bulk Fuels.**



(1) Organization requests that DEQ tests fuel for contamination prior to requesting authorization to turn in fuel.

(2) Refueling truck for reissue may retain aviation fuel de-fueled from aircraft, through filter separator, IAW FM 10-67-1. Segregate and report fuels considered suspect or contaminated to Supervisor, POL Facility, for disposition instructions.

(3) Motor vehicle fuels are not accepted for turn-in unless organization is being deactivated or permanently departing the installation. When turn-in action is required, conduct joint inventory between organization PBO and POL Facility representative; inventoried quantity is accepted for turn-in.

b. Packaged POL Products. Serviceable packaged POL products, in original container and with remaining shelf life of 90 days or more, excess to customer's requirement, is accepted for turn-in by Vehicle Pool Facility. If the Vehicle Pool Facility decides products are unserviceable, disposition instructions will be furnished to customer.

c. Used Motor Oil. All units and organizations on Fort Sill will collect used oil in designated tanks. When tanks require draining, unit will arrange with the contractor for pick-up of used. Under the terms of the contract, the vendor is authorized to pick-up an amount of used oil equal to the amount of re-refined oil purchased by Fort Sill units and organizations. Maximum pick-up quantity is defined as 120% of the amount purchased. It is critical that all users emphasize and reinforce that used oil on Fort Sill is recyclable product that can be recovered and reused. Contamination of used oil with coolant, solvents, or other contaminants will reduce the ability to reuse the product. Command emphasis on proper segregation of waste is necessary to ensure maximum effectiveness of this program. The costs associated with disposal of contaminated used oil will be borne by the user.

d. Empty Drums. Turn in excess empty 55-gallon drums to DRMO.

**2-94. DISPOSITION OF CONTAMINATED FUELS.** AR 710-2, appendix D, provides procedures concerning contaminated fuel. Coordinate disposal of contaminated fuel with Supervisor, POL Facility, and DEQ, Building 2589.

## **2-95. OPERATION AND MAINTENANCE OF FUEL DISPENSING SYSTEMS.**

a. Procedures and standards for operation and maintenance of fuel dispensing systems are prescribed in FM 10-67-1, TM 5-678, and USAFACFS Pam 703-2. Supervisor, POL Facility, and DPW provide assistance above operator level capability.

b. No fuel dispensing system is operated that presents a safety hazard or could dispense off-specification fuels.

**2-96. IDENTIFICATION MARKINGS FOR PETROLEUM SYSTEMS AND CONTAINERS.**

a. Mark and color code petroleum fuel storage and dispensing systems, tank trucks, and fuel pods IAW FM 10-67-1, MIL STD 161F, and USAFACFS Pam 703-2. Do not put in, store, dispense from, or transport fuel in a system not properly marked or color-coded.

b. Paint containers used to store petroleum fuels and solvents yellow (military 5-gallon cans excluded). Mark all containers, including 5-gallon military cans, to indicate contents as shown in FM 10-67-1.

**2-97. SAFETY.**

a. All individuals assigned to POL operation will be familiar with safety procedures set forth in FM 10-67-1.

b. Have serviceable, proper size, and correct type fire extinguisher readily available (removed from mount on truck) during each refueling operation.

c. Dispensing fuels into vehicle or equipment with engine running is prohibited.

d. Secure fuel pods mounted on trucks or trailers to comply with mounting procedures in TM 5-4930-230-13 and TM 10-4930-220-13&P. Do not dispense into or transport fuel in improperly mounted or secured fuel pod.

e. Do not load fuel pods, 600-gallon, mounted on 1-1/2 ton trailers with fuel in excess of 3000 pounds maximum load, including weight of pod. Diesel fuel weighs 7 pounds per gallon, and gasoline weighs 6 pounds per gallon.

**2-98. CONSERVATION OF POL.** POL conservation procedures and guidance are outlined in USAFACFS Pam 703-2.

**2-99. U.S. GOVERNMENT NATIONAL CREDIT CARD AND DOD AVFUELS IDENTAPLATE.** Procedures for obtaining and using U.S. Government National Credit Card, SF-149, and DoD AVFUELS Identaplate are published in USAFACFS Regulation 700-13.

**2-100. PUBLICATIONS.** Following publications will be available at units to provide necessary guidance for POL operations:

a. AR 190-51.

b. AR 710-2.

c. DA Pamphlet 710-2-1.

- d. USAFACFS Pamphlet 703-2.
- e. FM 10-67-1
- f. TM 5-678 (units authorized bulk storage tank).
- g. TM 5-4930-230-3 (units authorized tank & pump unit).
- h. TM 5-4930-220-14 (units authorized bulk storage tank).
- i. MIL HDBK 200.
- j. MIL STD 161F (units authorized bulk storage tank).
- k. MIL STD 457 (units authorized bulk storage tank).
- l. USAFACFS Regulation 700-13.

#### **Section XI. LOCAL PURCHASE**

**2-101. INTERNATIONAL MERCHANT PURCHASE AUTHORIZATION CARD (IMPAC).** Customers may purchase supplies and services, which are commercially available and have been approved for local purchase IAW TRADOC Standard Operating Procedure 97-1, International Merchant Purchase Authorization Card (IMPAC) Instructions.

**2-102. OTHER THAN IMPAC ACCOUNTS.** Customers who do not have an established IMPAC account use normal supply procedures IAW DA Pam 710-2-1 and this regulation.

#### **Section XII. TROOP ISSUE SUBSISTENCE ACTIVITY (TISA)**

**2-103. TISA SUPPORT.** TISA, SD, BOC, provides subsistence support for all active and reserve components to include ROTC. Operation of TISA is IAW AR 30-18.

#### **2-104. DIRECT DELIVERY BY VENDOR.**

a. To assure items are available, bread, dairy products, beverage base, and other products specified by installation menu board are delivered direct to using dining facilities. Requests for direct vendor delivery are made through the AFMIS at the dining facility, and a schedule is published by TISA.

b. TISA publishes a monthly Issue Frequency Schedule. This schedule states date vendor request must be submitted to receive direct delivery service, issue and

consumption date, and other information for dining facility personnel and other TISA customers.

#### **2-105. AUTHORITY TO RECEIPT FOR SUBSISTENCE SUPPLIES.**

a. Only those individuals authorized to sign receipt for subsistence supplies are permitted to sign subsistence receipt transactions.

b. To receive supplies, all TISA customers must present properly authenticated DD Form 577 at time of issue or receipt.

(1) Each organization doing business with TISA must present, in writing, name and rank of individuals authorized to issue DA Form 577 cards for that customer. Include on the authorization actual signatures of those authorized to issue cards. TISA Admin Section, where transactions take place, keeps copies of those documents.

(2) Organizations staffed with less than seven personnel are authorized to request and receive IAW AR 30-1.

#### **2-106. TURN-IN OF EXCESS SUBSISTENCE ITEMS.**

a. Prepare separate DA Forms 3294 in three copies. Submit turn-in requests, listing items to be turned in, and items to TISA warehouse. Turn-ins are for operational rations only. TISA does not accept turn-ins from the dining facilities.

b. Items approved for turn-in are inspected by installation veterinary officer or duly appointed representative.

c. Turn-ins are processed 0730-1600, Monday through Friday, except on inventory dates and holidays. Inventory dates are published in monthly schedules.

**2-107. ISSUES TO POST DINING FACILITIES.** The only items directly delivered are ice and operational rations.

#### **2-108. LATERAL TRANSFER OF SUBSISTENCE ITEMS.**

a. Transfer of subsistence between dining facilities requires prior approval by IFSO. Fully document all transfers IAW DFO AIS Manual and process through IFSO prior to input into Army Food Management Information System (AFMIS).

b. Organization may obtain telephonic approval in emergency situations; however, process transfer to completion NLT close of business the following workday.

c. Organizations may make emergency transfers during weekends and holidays without prior approval of IFSO. Justify such transfers in writing to Commander,

USAFACFS, ATTN: ATZR-LF, and process to completion NLT close of business the next workday.

**2-109. ARMY FIELD FEEDING SYSTEM (AFFS).**

a. To ensure proper processing of vendor items and subsistence issue forms for weekend drill, Reserve and National Guard units must have subsistence request, DA Form 2970, to TISA 14 days prior to drill dates.

b. Units requiring subsistence support from TISA submit estimated personnel strength 120 days prior to Annual Training (AT) with the following information:

- (1) Unit DODAAC and service component (RC).
- (2) Type of accounting to be used (IDTAS or AFFS).
- (3) Start date and meal.
- (4) Stop date and meal.
- (5) Personnel strength (estimated by date for duration).
- (6) Ration mix per day.
- (7) Warming beverage requirements.
- (8) Ice requirements.
- (9) Unit POC and phone number.

c. TISA should receive finalized personnel strength report 30 days prior to AT. TISA should also receive finalized report for subsistence 10 days prior to AT for first 5 days of training IAW AR 30-1 and AR 30-21.

d. Active Army units operating a field kitchen (field duty status) 48 hours or longer use Army Field Feeding System (AFFS) UP AR 30-21 and deliver DA Form 3294 to TISA 14 days prior to scheduled exercises.

e. Accompany any deviation from 14-day U.S. Army Reserve Component and Field Training Menu with appropriate approval IAW AR 30-1.

**2-110. CRUSHED ICE ISSUE.**

a. Crushed ice, in quantities shown below, is authorized to active Army dining facilities for preservation of subsistence supplies and cooling of nonalcoholic beverages.

**TABLE 2-1  
ICE AUTHORIZATION TABLE**

This table shows authorized quantity of crushed ice per individual diner per day.

Garrison use with icemaker	0.5 LB
Garrison use without icemaker	1.0 LB
Garrison use with no refrigeration	2.0 lbs
Field kitchen operating under AFFS	3.0 lbs

b. Requests for ice in excess of 0.5 pounds per diner must include a memorandum of justification (i.e., engineer work order number for inoperative ice making equipment or refrigerator, etc.) submitted to TISA.

### **CHAPTER 3. CLOTHING AND EQUIPMENT**

#### **3-1. RESPONSIBILITIES.**

a. DOL is responsible for coordinating operations of following facilities:

(1) Clothing Initial Issue Point (CIIP), Building 2809, operated UP of AR 700-84.

(2) Central Issue Facility (CIF), Building 1901, operated UP of AR 710-2 and DA Pam 710-2-1.

(3) Fort Sill Laundry, Building 1802, operated UP of AR 210-130.

(4) Clothing and Equipment (C&E) Repair, Regional Confinement Facility (RCF), Building 1490.

(5) Installation Supply Manager of Clothing Bag Issue Items, Building 2102.

b. Fort Sill Exchange Manager, DCA, is responsible for operation of Army Military Clothing Sales Store (AMCSS), Building 1802, operated UP of AR 700-84.

#### **Section I. CLOTHING INITIAL ISSUE POINT (CIIP) - PERSONAL CLOTHING**

**3-2. PERSONAL CLOTHING ISSUES.** CIIP processes requests for initial and exchange issues of personal clothing prepared on DA Forms 3078 and TRADOC Form 248-R for active Army enlisted personnel and Reserve Components enlisted members on initial active duty for training.

#### **3-3. APPOINTMENTS.**

a. Individuals or groups of less than 10 do not require appointments for CIIP processing.

b. Schedule group appointments for 10 or more by contacting CIIP. Schedules are not flexible; scheduled groups must be punctual. CIIP does not delay individuals by awaiting arrival of a tardy group.

**3-4. BULK ISSUES.** Units may requisition bulk issues of following insignia from SD.

- a. Bar, Overseas, Service, LIN: 80534N.
- b. Insignia, Branch of Service, U.S., EP (brass), LIN: 83802N.
- c. Insignia, U.S., EP (brass), LIN: 83806N.
- d. Insignia, Grade, EP, Cloth, Standard Color, LIN: 83815N.
- e. Insignia, Organizational Shoulder Sleeve, Full Color, LIN: 83822N.
- f. Stripe, Service, LIN: 87717N.

**3-5. PREPARATION OF DA FORM 3078.**

a. General Procedures.

- (1) Complete DA Forms 3078 IAW AR 700-84 and this section.
- (2) Line out all unused spaces in "QUANTITY REQUESTED."
- (3) Leave carbon paper used in preparing DA Form 3078 interleaved for processing.

b. Initial Issue. Do **not** write names/markings in/on initial issue items.

(1) **New Enlistees.** CIIP prepares initial issue DA Form 3078, using automated procedures, for new enlistees processed by 95th AG BN (Reception).

(2) **Other than new enlistees.** Organization prepares initial issue DA Form 3078 IAW AR 700-84 for other than new enlistees.

**3-6. EXCHANGE OF MISFIT CLOTHING OR FOOTWEAR.** If individual is entitled to exchange misfit clothing or footwear UP of AR 700-84, exchange procedures are--

a. Misfit Clothing.

- (1) Organization prepares exchange request DA Form 3078 IAW AR 700-84.

(2) Individual brings copy of computerized initial issue DA Form 3078 and items to be altered to CIIP for alteration. If alteration cannot be made, DA Form 3078 will be annotated to indicate reason. Individual uses annotated form to exchange items.

(3) Items must be clean, pressed, and meet appearance and serviceability standards before exchange is made.

b. Misfit Footwear.

(1) Organization prepares DA Form 3078 IAW AR 700-84.

(2) Individual takes copy of computerized initial issue DA Form 3078 and misfit footwear to CIIP for processing.

(3) Footwear must meet appearance/serviceability standards in order to be exchanged; footwear damaged by other than FWT will not be accepted for exchange.

**3-7. EXCHANGE OF CLOTHING OR FOOTWEAR OTHER THAN MISFIT.** If individual is entitled to exchange clothing or footwear UP of AR 700-84, additional requirements are as follows:

a. Organization prepares separate request for repair of each item of clothing or footwear on DA Form 2407.

b. Organization prepares exchange DA Form 3078 IAW AR 700-84. In addition to requirements of AR 700-84, organization states conditions that rendered clothing/footwear unserviceable and that damage was not caused by any fault or neglect of service member. Organization commander signs this statement.

c. CIIP processes requests for repair/exchange of unserviceable clothing/footwear under following conditions:

(1) Items are unserviceable as a result of defects in workmanship or material.

(2) Commander has signed a statement IAW paragraph b above.

d. Individual brings DA Form 3078 and unserviceable clothing/footwear to be repaired/exchanged to CIIP. If reparable, individual prepares DA Form 2407, attaches DA Form 3078, and takes items to C&E Repair. If repairs cannot be made, CIIP annotates DA Form 3078 to indicate reason. Individual uses annotated form to exchange at CIIP.



## **Section II. CLOTHING SALES STORE - PERSONAL CLOTHING**

**3-8. PERSONAL CLOTHING ISSUES.** Army Military Clothing Sales Store (AMCSS) processes requests for personal clothing prepared on DA Forms 3078 IAW AR 700-84, chapters 2 and 3.

**3-9. APPOINTMENTS.** Appointments for individuals or groups are not required.

**3-10. SUPPLEMENTAL CLOTHING ALLOWANCES.** Process authorized supplemental allowances of personal clothing in CTA 50-900 as request for supplemental issue on DA Form 3078 to AMCSS IAW AR 700-84 or as cash payment under following conditions:

- a. Maternity Uniforms (see AR 700-84).
- b. Medal of Honor Recipients (see AR 700-84).
- c. Recruiters (see AR 700-84).
- d. 77th Army Band (see AR 700-84 and CTA 50-900, appendix E).
- e. CIP or CIIP issue all other supplemental clothing allowances authorized by CTA 50-900, as applicable.

**3-11. SUBMISSION OF DA FORM 1687.** All organizations submitting requests to AMCSS must furnish copy of assumption of command orders and two copies of DA Form 1687 prepared IAW DA Pam 710-2-1 to AMCSS.

**3-12. U.S. ARMY RESERVE (USAR) CLOTHING REQUESTS.** Prepare request IAW AR 700-84, chapter 14, enter applicable APC, and submit to AMCSS, Building 1802, Fort Sill, OK 73503-5100.

## **Section III. MISCELLANEOUS REQUIREMENTS - PERSONAL CLOTHING**

**3-13. CIVILIAN CLOTHING.** See chapter 1, this regulation.

**3-14. FITTING.** Try on all outer garments and footwear with proper undergarments and socks, and have trained fitter inspect the fit IAW AR 700-84 and TM 10-227.

**3-15. NAMEPLATES AND NAMETAPES.**

- a. New Enlistees (AIT/BT). New enlistees and Reserve Officers Training Corps (ROTC) personnel receive initial issue of nameplates and nametapes at CIIP.
- b. Others Including USAR Personnel. Other personnel, including USAR personnel, but excluding commissioned/warrant officers, receive nameplates and

nametapes from Building 2809. Submit DA Form 2407 listing names and quantity of nameplates/ nametapes required.

### **3-16. RESERVE OFFICER TRAINING CORPS (ROTC) CLOTHING REQUESTS.**

a. Request for Issue. Prepare and submit as follows:

(1) Personal clothing for ROTC personnel is authorized by CTA 50-900, section 1, chapter 2. Awards and decorations for ROTC personnel/organizations are authorized by AR 145-1 or AR 145-2, as appropriate.

(2) Prepare requests for issue on DA Forms 2765-1 IAW SARSS EUM, chapter 3. Enter description and size of items in block "O."

(3) Submit DA Forms 2765-1, DD Forms 1348-6, or DA Forms 3953 to Cdr, USAFACFS, ATTN: ATZR-TB, Fort Sill, OK 73503-5100, for approval of funds, entry of APC, and forwarding to SD.

b. Request for Turn-in. Prepare/submit request for turn-in of ROTC clothing as follows:

(1) If Third ROTC Region does not require lateral transfer to another ROTC organization, prepare request for turn-in on DA Form 2765-1 IAW SARSS EUM, chapter 7. Enter RPA cost account code in block "L."

(2) When more than one size of clothing item is turned in, prepare a separate DA Form 2765-1 for each size.

(3) Ship/turn in DA Forms 2765-1 and items to Turn-in Point, Building 2102, Fort Sill, OK 73503-5100. If items are shipped by commercial transportation, annotate shipping document "Convert to Government Bill of Lading at Destination."

(4) When turn-in processing is completed, SD returns signed receipt to ROTC organization for posting to accounting records.

**3-17. REVIEW AND DESTRUCTION OF DA FORM 3078.** Do not destroy organization copy of DA Form 3078 until all personal clothing issues are completed and requirements of AR 700-84 have been met.

### **3-18. SOLDIERS PENDING DISCIPLINARY ACTION OR CONFINED.**

a. Policy for issue of personal military clothing to soldiers pending disciplinary action or confinement is provided in AR 700-84, chapter 3.

b. CIIP issues and attach insignia, nametapes, and nameplates. Unit commander requests issue and attachment of insignia, nametapes, and nameplates on DA Form 2407 IAW paragraph 3-15 above.

c. RCF is authorized to maintain minimum quantities of used clothing and nonrecoverable items. Issues and charges are made IAW AR 700-84, chapter 5. RCF's requests for issues of used clothing items from CIIP has priority over Code B sales or other methods of processing these items. RCF notifies SARSS manager of sizes and quantities required. SARSS Manager notifies RCF when required items are available, and RCF hand carries prepared DA Form 2765-1 to SARSS Manager, Building 2102.

**3-19. TURN-IN/RETENTION OF PERSONAL CLOTHING.** Turn in personal clothing to Turn-in Point, Building 2102, using DA Form 3078 prepared in triplicate IAW AR 700-84, chapter 12. Army National Guard trainees normally are released from active duty, not discharged, at Fort Sill; therefore, members return to home station with all personal clothing in lieu of turn-in IAW AR 700-84.

#### **Section IV. CENTRAL ISSUE FACILITY (CIF) - ORGANIZATIONAL CLOTHING AND INDIVIDUAL EQUIPMENT (OCIE)**

**3-20. APPLICATION.** Procedures set forth in this section are applicable to on-post organizations and USAR/ARNG units but not to ROTC organizations. Any references to DA Forms 3645/3645-1 in this chapter apply equally to forms produced by automated CIF system.

**3-21. ARMY POLICY FOR OCIE.** Army policy provided in AR 710-2 and CTA 50-900 permits issues of minimum essential OCIE needed for mission accomplishment. If discretionary allowances are not required for mission accomplishment, Army publications stress that commanders take action to reduce items not required.

**3-22. APPROVAL OF DISCRETIONARY OCIE.** To ensure compliance with Army policy, use the following procedures for approving discretionary clothing and equipment allowances:

a. Discretionary OCIE are those items contained in CTA 50-900, appendix F, which also provides guidelines for individual issue of discretionary items. Commanders ensure assigned personnel are issued OCIE required by mobilization plans.

b. Authority to authorize issue of discretionary items is delegated to commanders of major subordinate commands.

c. Each major subordinate command reviews minimum essential OCIE requirements annually to determine if items are authorized and essential to mission/training requirements. Upon completion of annual review by command G/S3 and G/S4, prepare list of OCIE authorized for issue to members of the command;

commander approves list. Include items stocked and issued by CIF and other CTA 50-900 individual clothing and equipment items accounted for on organizational property books.

d. Appendix E, this regulation, provides recommended format for discretionary OCIE list.

e. Conduct annual review in October. After review is completed and allowances approved by commander IAW paragraph c above, submit copy of approved list to Cdr, USAFACFS, ATTN: ATZR-LSP. CPBO consolidates command requirements for computation of stock levels IAW DA Pam 710-2-1.

f. Copies of approved OCIE list are furnished to command G/S3 and G/S4 and any subordinate element required to maintain DA Form 3645/3645-1 or to account for CTA 50-900 items.

g. DOL, acting for CG, USAFACFS, is approving authority for items stocked by CIF. Appendix C, this regulation, lists OCIE approved for stock. Submit recommendations for adding OCIE to authorized list, in writing, to Cdr, USAFACFS, ATTN: ATZR-L.

### **3-23. APPOINTMENTS.**

a. Individual Appointments. Individuals cannot make appointments for processing through CIF.

b. Group/Battery/Class Appointments. Request issue and turn-in appointments in writing; CIF schedules first-requested, first-served. Appointments are not scheduled more than 60 days in advance. Include sufficient time for processing entire group/battery/class during normal duty hours. Scheduled group/battery/class is given priority over personnel processing under normal issue/turn-in procedures.

**3-24. CLASSIFICATION.** Technically qualified personnel are available to advise organization inspectors on classification of OCIE. Guidelines for classification of specific items are set forth in appendix D, this regulation.

### **3-25. CLEARANCE.**

a. To ensure activities have time to process collection actions on adjustment documents for lost, damaged, or destroyed OCIE, personnel clearing post are required to clear CIF first.

b. Personnel outprocess IAW DA Pam 710-2-1 and this chapter. Soldier's unit of assignment prepares adjustment documents and processes them IAW AR 735-5 prior to soldier's arriving at CIF.

c. Custodian of individual's personnel records authenticates that DA Forms 3645/3645-1 are included in MPRJ during outprocessing.

### **3-26. COLD WEATHER UNDERWEAR.**

a. Authorization. Basis of issue in CTA 50-900 for cold weather underwear requires installation commander level approval of allowance. CG, USAFACFS, has authorized two pair of cold weather drawers and two cold weather undershirts; however, commanders authorized to approve discretionary OCIE items IAW paragraph 3-22 above determine essentiality of issue. If approved, include cold weather underwear on command discretionary OCIE list.

#### **b. Initial Issue.**

(1) Issues to trainees. Cold weather underwear is issued to trainees processing through CIIP during periods specified by ATC. Issues are recorded on DA Form 3078 IAW CTA 50-900, and charged to appropriate APC.

(2) Issue to other than trainees. When approved IAW paragraph a above, organizations issue cold weather underwear to other individuals. For this type issue, organizations submit requests for bulk issue, DA Form 3161, to CIIP. Attach roster of individuals to receive issue to DA Form 3161, or type names on reverse of form. DODAAC, document number and APC must be entered on DA Form 3161; organization is charged for underwear.

#### **c. Replacement Issue and Turn-In Procedures.**

(1) Prepare and process replacement issue DA Form 3161 IAW paragraph 3-26b(2) above and state reason for request (i.e., unserviceable (FWT), statement of charges, etc.) and applicable turn-in/adjustment document numbers.

(2) Organization PBO turns in cold weather underwear that has become unserviceable through FWT to Turn-In Point.

#### **d. Accountability.**

(1) Cold weather underwear issued and recorded on DA Form 3078 is transferred to individuals' DA Forms 3645/3645-1 IAW DA Pam 710-2-1.

(2) Underwear received in bulk quantities from CIIP for issue to individuals is posted to organization property book and accounted for IAW DA Pam 710-2-1.

(3) Underwear is transferred with individuals on PCS or extended period of TDY. Individuals being released/separated from active duty are allowed to retain cold weather underwear IAW CTA 50-900.

### **3-27. COVERALLS.**

a. Authorization. Coveralls are protective garments worn by individuals whose duties require handling or working with materials that cause permanent stains to work clothes. Appropriate command must approve issues IAW paragraph 3-22 above.

b. Issue of Coveralls. Individuals reporting to CIF for issue of coveralls must present a statement, signed by battery/company commander, providing following information.

(1) Name, rank, and SSN of individual(s).

(2) Unit designation.

(3) Duty assignment and individual's MOS.

(4) Statement that individual is assigned to duties that cause permanent stains to work clothes such as BDUs.

### **3-28. DISPOSITION OF ABSENTEE OCIE.**

a. Inventory and dispose of OCIE issued to personnel who are AWOL, DFR, hospitalized for more than 60 days, or receive PCS orders while on emergency leave IAW DA Pam 710-2-1.

b. Individuals who depart on leave or are scheduled to be hospitalized place OCIE in locked container and secure it in an area provided by organization. Individual seals key or combination to container's lock in an envelope, and commander secures it. If individual is unable to secure OCIE in this manner, inventory and secure OCIE IAW DA Pam 710-2-1.

c. When individual is being placed in confinement, he/she will inventory OCIE jointly with an organization representative. After inventory, remove items required by confinement facility and store remaining items within organization. Record stored items on two copies of DA Forms 3645/3645-1. Organization representative signs and dates both copies. Place one copy with stored items and give other to individual. Account for shortages IAW AR 735-5. If individual is being confined for more than 30 days, turn in OCIE to CIF or organization OCIE issue point, as appropriate.

### **3-29. DRILL SERGEANT UNIFORM HAT.**

a. Issue. Drill sergeant graduates assigned to Fort Sill are issued two service hats IAW CTA 50-900, table 3. Furnish a copy of orders assigning individual to drill sergeant duties at time of issue. If drill sergeant is TDY to Fort Sill, issue only one hat.

b. Retention/Turn-In.

(1) Retention. Upon termination of drill sergeant status, individual assigned to drill sergeant duty for at least 24 continuous months may retain service hats.

(2) Turn-In. If drill sergeant status is terminated prior to completing 24 continuous months, turn in service hats. Furnish CIF with unit copy of DA Form 3645/3645-1 and a copy of termination order.

c. Exchange. CIF will exchange drill sergeant service hats only when unserviceable and they have been maintained for at least 6 months. Use following criteria to determine unserviceability:

(1) Sweatband is cracked or it can no longer be cleaned. Perspiration has soiled hat in such a manner it can no longer be cleaned.

(2) Individual cannot maintain hat brim in flat position.

d. Reports. Each month, S1, FATC will prepare a memorandum that lists drill sergeants desiring to retain their service hats IAW paragraph 3-29b(1) and submit to CIF.

### **3-30. EXCHANGE PROCEDURES.**

a. Exchange of OCIE is made IAW DA Pam 710-2-1 and applicable paragraphs, this regulation.

b. Individuals may exchange items only if they possess required documents and items are recorded on DA Forms 3645/3645-1.

c. Safety footwear with holes punched in upper portion of footwear are not accepted for exchange.

**3-31. EXTREME COLD WEATHER CLOTHING AND EQUIPMENT (ECWCE).** Except for issues directed by a physician or physician's assistant, commanders may loan ECWCE IAW paragraph 3-48 below.

**3-32. FOUND ON INSTALLATION.** If finding organization cannot determine owning individual/organization, turn in OCIE found on installation to CIF. Finding organization will prepare DA Form 3161 listing items and stating OCIE was found on installation. Do not assign a document number. CIF accepts found on installation OCIE regardless of condition or completeness.

### **3-33. HOURS OF OPERATION.**

a. Hours for group issue/turn-in appointments are 0730-0900; hours for issue transactions are 0900-1130, and turn-ins is 1300-1500, Monday - Friday. Unless

approved in advance by DOL, CIF does not process issues or accept turn-ins during other than normal operating hours.

b. Lost or mutilated DA Forms 3645/3645-1 are replaced only during 1500-1600, Monday - Friday.

### **3-34. INTRAPOST PERSONNEL TRANSFERS.**

a. When soldiers are reassigned within Fort Sill, battery/company commander notifies CIF by memorandum in order for CIF to update soldiers' records.

b. All soldiers, regardless of rank or unit of assignment, clear CIF when departing their units or training status (e.g., Initial Entry Training, Officers' Basic Course, Officers' Advance Course, etc.).

**3-35. ISSUE.** CIF issues OCIE IAW DA Pam 710-2-1, chapter 10, and following modified procedures:

a. Prepare DA Forms 3645/3645-1 for individual to receive OCIE. OCIE issued and recorded on DA Form 3078 during inprocessing, at reception stations, is entered on DA Form 3645/3645-1 IAW DA Pam 710-2-1.

b. Issue is a direct transaction between CIF and individual, who will sign DA Form 3645/3645-1 accepting responsibility for items.

c. Upon arrival at Issue Unit, CIF, individual furnishes DA Forms 3645/3645-1, organization assignment orders, current ID card, and special OCIE authorization statements prepared IAW DA Pam 710 -2-1 and procedures for specific items outlined in this chapter.

d. Groups/trainees/students report at scheduled time approved IAW paragraph 3-23 above. At time of issue, one copy of group/battery/student roster is furnished to CIF.

e. When OCIE is available for issue on established due out, CIF telephonically notifies organization.

f. OCIE authorized for issue by parent organization OCIE issue point is issued and recorded on organization copy of DA Forms 3645/3645-1 after individual processes through CIF.

g. Only CIF personnel post transactions for OCIE stocked and issued by CIF, listed at appendix C, this regulation.

h. Camouflage maternity uniforms are issued IAW DA Pam 710-2-1.



**3-36. LOST, DAMAGED, AND DESTROYED OCIE (OTHER THAN FWT).**

a. AMCSS has selected new/used OCIE available to sell to individuals who admit fault or neglect when items are lost or destroyed. CIF does not stock equipment for resale.

b. When OCIE is lost, damaged, or destroyed and like items are not purchased from AMCSS, soldier's unit of assignment prepares and processes adjustment document IAW AR 735-5 and procedures below.

(1) Cash Sale. Prepare written authorization signed by individual's commander IAW AR 735-5 and DA Pam 710-2-1.

(2) DA Form 4697, RS, or DD Form 362, Statement of Charges/Cash Collection Voucher (SC/CCV). CIF assigns document number and returns document to organization for processing. Do not release documents to any individual named on the form.

(3) Issues. All persons whose names appear on adjustment document must report to CIF at the same time to receive replacement issues.

(4) Soldiers are held responsible for loss of OCIE that they stored in POVs in violation of USAFACFS Regulation 190-1.

**3-37. MARKING OF OCIE.** Do not permanently mark OCIE issued by CIF. Organizations may use temporary methods to mark items (tape, tags, etc.); however, remove markings without damage to items prior to turn-in to CIF. CIF will return OCIE rendered unserviceable by permanent markings for processing of adjustment document IAW paragraph 3-36 above or replacement by organization, if item is expendable.

**3-38. MOBILIZATION REQUIREMENTS.**

a. Deployable organizations must require personnel to have all deployable OCIE items in their possession.

b. CIF stocks and issues special purpose OCIE (desert clothing, ECWCE, etc.) IAW requirements of FORSCOM mobilization plans and Fort Sill EDRE Guide.

c. OCIE is transferred to deploying organizations IAW DA Pam 710-2-1.

d. Prepare and submit semiannual feeder report of OCIE issued to assigned personnel and OCIE requirements for full mobilization IAW instructions from Logistics Operations Division (LOD), DOL. Fort Sill consolidates and submits reports to FORSCOM.

**3-39. NAME CHANGES.** When name change occurs, organization furnishes written notice to CIF for posting to applicable CIF records.

**3-40. ORGANIZATION OCIE PROCEDURES.**

a. Organizations process personnel for issue, exchange, inventory and turn-in of OCIE IAW DA Pam 710-2-1, chapter 10, and this chapter.

b. OCIE approved IAW paragraph 3-22 above but not stocked by CIF, is accounted for by parent organization OCIE issue point IAW DA Pam 710-2-1. Organizations fund and request approved OCIE items directly from SD under procedures for request with exception in SARSS EUM.

c. Record issues of OCIE by parent organization OCIE issue point on DA Forms 3645/3645-1 after individual processes through CIF.

d. Record turn-in of OCIE to parent organization OCIE issue point on DA Forms 3645/3645-1 prior to individual's reporting to CIF for outprocessing.

e. Under no circumstances will a member of an organization accept turn-in of OCIE items stocked by CIF, nor will a member of an organization reduce on-hand balances recorded on individual's DA Forms 3645/ 3645-1 for items stocked by CIF.

f. Organizations will have DA Form 3645 and 3645-1 for every enlisted service member assigned. This minimum requirement ensures control of OCIE recorded on DA Form 3078 during reception station processing and/or transferred with any individual until discharge or release from active duty IAW CTA 50-900.

g. Submit request for copies of OCIE records received from other commands after individual has outprocessed to CIF.

**3-41. OVERSHOES.**

a. Store overshoes lying flat or in upright position supported with paper or cardboard. Do not fold or crease overshoes.

b. Do not maintain/store overshoes with tops folded down and buckled under soles. Also, do not apply shoe polish/wax to this type footwear. Due to heat and humidity, such actions cause dry rot along crease lines.

**3-42. POSTING OF OCIE RECORDS.**

a. Only CIF PBO or designated representatives are authorized to adjust DA Forms 3645/3645-1 for issue or turn-in of OCIE stocked by CIF.

b. Only parent organization PBO or designated representatives are authorized to adjust DA Forms 3645/3645-1 for issue or turn-in of OCIE stocked by parent organization OCIE issue point.

c. See paragraph 3-40c and d above for posting of organization issues/turn-ins.

d. Use summary procedures of DA Pam 710-2-1 to adjust property book balances.

### **3-43. REPAIR.**

a. Individuals and organizations will repair equipment IAW TM 10-7400-201-23.

b. Exchange irreparable OCIE IAW DA Pam 710-2-1 and specific paragraphs, this chapter.

### **3-44. REPLACEMENT OF OCIE RECORDS, DA FORMS 3645/3645-1.**

a. If individual reports without OCIE records, process IAW DA Pam 710-2-1 and following procedures:

(1) Prepare DA Form 3645/3645-1, perform OCIE inventory, and process as though individual arrived with OCIE records.

(2) Request OCIE records from individual's previous unit of assignment.

b. If organization copy of DA Forms 3645/3645-1 is lost or becomes mutilated:

(1) Inventory individual's OCIE, record results on DA Form 3645/3645-1, and have individual sign forms accepting responsibility for OCIE in his/her possession.

(2) If inventory constitutes normal items/quantities of OCIE issued to individuals assigned to organization, form can be used as organization's copy of individual's OCIE record.

(3) If inventory indicates shortages exist or individual has not received complete issue, deliver DA Forms 3645/3645-1 to CIF by responsible member of individual's organization and compare with CIF's copy. This procedure disrupts normal duties of CIF personnel and will only be done from 1500-1600, Monday-Friday.

c. Since CIF is required to maintain copies of OCIE records for 6 months after individuals outprocesses, submit requests for OCIE records from other commands to CIF for action.

d. CIF cannot reprint DA Form 3645 Computer Printout to replace lost or mutilated record. A new printout can only be made to reflect turn-in or issue activity.

e. Above procedures do not apply to officers who are not issued special type clothing and equipment that accompanies them when transferred.

### **3-45. SAFETY FOOTWEAR.**

a. Accountability. Account for safety footwear issued to military personnel by Clothing Turn-In Point (CTIP) IAW DA Pam 710-2-1. Destroy DA Forms 3645/3645-1 for safety footwear issued to DA civilian (DAC) employees IAW AR 25-400-2. Organization receipt documents for standard nonstocked/orthopedic safety footwear are not posted to property book, but will reflect--

- (1) Date of issue to individual.
- (2) Signature of receiving individual.
- (3) Statement, "DO NOT POST TO PROPERTY BOOK."

b. Approval of DAC Employee Issue.

(1) Submit request for approval of issue of safety footwear to DAC employee to Cdr, USAFACFS, ATTN: ATZR-N, (Installation Safety Office) with following information:

- (a) Name of employee to whom safety footwear is to be issued.
- (b) Employee's job title, occupational code, and job description number; attach copy of job description.
- (c) Employee's department/directorate, division, and branch.
- (d) Detailed justification when job description does not furnish sufficient information concerning duties that require safety footwear.

(2) After approval, authorization remains valid until employee--

- (a) Changes duties.
- (b) Has a change in job description.
- (c) Terminates employment or is transferred to another activity.

(3) Installation Safety Office personnel review each initial authorization request to determine if safety shoes/boots are required IAW appropriate regulations and duties to be performed.

c. Approval of Military Issue. Safety shoes/boots are authorized as discretionary OCIE IAW paragraph 3-22 above and approved by individual's battery/company

commander by memorandum. Memorandum will state name, rank, SSN, MOS, organization designation, description, and LIN for specific safety shoes/boots authorized, and date of latest approved discretionary OCIE listing. Memorandum must be dated within 1 year of date of approval for safety footwear.

d. Complaints. Individuals who disagree with results of serviceability inspection or size of footwear selected for issue by CTIP personnel should present complaints to Chief, SD, Building 1655.

e. Fitting. Qualified shoe fitters will determine size required. Individuals may try on footwear before issue.

f. Funding.

(1) Safety footwear issued to military personnel is funded IAW procedures established by G4 Budget Office, III CA.

(2) CTIP retains a copy of approval memorandum when safety footwear is issued to DAC personnel. Submit DA Form 2765-1 completed except for the NSN block, to be filled in after fitting, prior to fitting. CTIP manager processes through SARSS charging unit for safety footwear.

g. Hours of operation are Tuesday thru Friday, 0800-1500.

h. Identification Required. Military and DAC personnel receiving safety footwear from CTIP must present valid government identification card with authorization and issue documents to CTIP issue clerk.

i. Initial Issues to DAC Employees.

(1) Prepare memorandum request in two copies signed by branch/division chief and furnish following information:

(a) Name, SSN, occupational code, and activity designation.

(b) Date Installation Safety Office approved safety footwear for this person.

(c) Type footwear to be issued (i.e., safety boots, safety shoes, etc.).

(d) A DA Form 2765-1 completed except NSN block, to be filled in after fitting.

(2) If correct size of safety footwear, including special measurement safety footwear, is not available for issue, CTIP submits priority 06 requisition to SD using DA Form 2765-1. When received, CTIP notifies individual's activity.

j. Location of CTIP Footwear Facility. CTIP issues and stocks safety footwear from Building 2102.

k. Nonstandard Nonstocked Safety Footwear.

(1) Supervisors of employees who require nonstandard safety footwear to provide protection not afforded by standard safety footwear will submit a memorandum to Cdr, USAFACFS, ATTN: ATZR-N, (Installation Safety Office) requesting special review of employee's position and determination of appropriate nonstandard safety footwear. Memorandum will state name, job description, occupational code, and justification for request. Installation Safety Office determines requirements for nonstandard safety footwear and approves/disapproves request.

(2) If Installation Safety Office determines employee requires nonstandard safety footwear, employee's supervisor processes request on DA Form 2765-1 through supporting PBO to appropriate SSA. Attach copy of Installation Safety Office approval to initial and replacement issue requests forwarded through SD for local procurement.

l. Orthopedic Safety Footwear.

(1) Supervisors of DAC employees requiring orthopedic safety footwear submit memorandum to Cdr, USAFACFS, ATTN: ATZR-N, requesting appointment with podiatrist at MEDDAC. Request will state name, job description number, occupational code, and reason for appointment. Installation Safety Office makes necessary arrangements and informs activity of date and time of appointment.

(2) If podiatrist at MEDDAC determines orthopedic footwear is required, he/she prepares required forms. Employee delivers forms to Medical Supply Officer, Building 4700, who requisitions and issues orthopedic footwear to employee.

(3) Military personnel obtain prescription for orthopedic footwear from podiatrist, MEDDAC, IAW unit and medical SOP. If podiatrist determines service member requires orthopedic footwear, he/she prepares required forms; and service member carries forms to Medical Supply Officer, Building 4700, who requisitions and issues orthopedic footwear to service member.

m. Policy.

(1) DA policy is that all personnel exposed to industrial foot hazards peculiar to their occupational specialty be furnished appropriate type safety footwear (shoes/boots) at government expense.

(2) TRADOC/FORSCOM policy is that soldiers and DAC employees comply with Army and OSHA safety and health standards, and disciplinary or penalty actions may be taken against those failing to use protective clothing and equipment.

(3) Basic authorization for safety footwear is contained in CTA 50-900.

n. Refusal of Issue.

(1) Employees refusing to accept safety footwear offered by CTIP must state reason(s) for refusal on request memorandum. Unit retains a copy of this memorandum.

(2) Civilian personnel who elect not to wear standard issue safety footwear may obtain safety footwear at their own expense, provided it meets ANSI Standard Z41 and duty requirements.

o. Standard Nonstocked Safety Footwear.

(1) Organization/activity PBO requests standard safety footwear assigned NSN but not stocked by CTIP on DA Form 2765-1 from S&SD.

(2) Organizations/activities desiring CTIP to stock/issue standard protective footwear submit request through command channels to Cdr, USAFACFS, ATTN: ATZR-LSM. Request must include LIN from CTA 50-900, number of personnel authorized safety shoes/boots, expected annual issues, and reason(s) why CTIP should stock and issue.

p. Special Measurement Safety Footwear. CTIP determines when special measurement footwear is required, submits DD Form 2765-1 requisition to SD, and notifies individual's organization/activity when footwear is available for issue.

### **3-46. STOCKAGE.**

a. This regulation, appendix C, lists approved OCIE items to be stocked and issued.

b. Organizations supported by CIF do not stock or issue any item on approved CIF stock list.

c. Parent organization may stock and issue OCIE items if--

(1) Items are not stocked or issued by CIF.

(2) OCIE is listed in CTA 50-900, table 4, basis of issue applies to elements/individuals within organization, and item is authorized for climatic zone V.

(3) Commander authorized to approve discretionary allowances of OCIE IAW paragraph 3-22 above authorizes issue as minimum essential OCIE and replacement issues are available and approved.

(4) Funds required to support initial stock have been approved by appropriate directorate/command budget office.

d. Stock quantities are computed IAW DA Pam 710-2-1.

**3-47. TEMPORARY DUTY (TDY).** Individuals required to clear this installation must turn in all discretionary OCIE prior to departure, unless otherwise authorized by TDY orders.

**3-48. TEMPORARY LOAN.**

a. Units/activities requiring temporary loan of OCIE from CIF submit memorandum to CPBO; III CA units submit requests through G3 and G4, III CA. Include the following in the memorandum:

(1) Name(s) and SSN(s) of individual(s) requiring issue.

(2) Sizes of sized items for individual requiring item.

(3) Justification for use of items.

(4) Period of loan (from to date).

(5) Time of day preferable for item pickup (AM/PM).

(6) Include point of contact with a telephone number.

b. CIF PBO adds endorsement-stating date of issue from CIF and returns to the requester.

c. CIF will loan ECWCE under following conditions:

(1) For personnel assigned temporary duty/mission to colder climate area (zones VI and VII), where use of ECWCE is normal and does not require approval of appropriate commanders.

(2) For personnel engaged in extreme cold weather tests under operational control of OTC FSTD or similar testing agency. As a minimum, state extreme cold weather temperatures for test in test plan.

(3) Address requests for ECWCE through G4, III CA, to LOD, DOL. G4 must approve request before LOD can authorize issue.

**3-49. TURN-IN.** Turn-in OCIE IAW DA Pam 710-2-1 and following additional procedures:



- a. Individuals must clear CIF before clearing other installation activities.
- b. CIF copy of DA Forms 3645/3645-1 is used to determine OCIE to be accounted for.
- c. Prior to reporting for outprocessing, encourage personnel to replace missing items with like items purchased from AMCSS. Account for missing items not replaced by cash purchase from AMCSS IAW AR 735-5 before reporting to CIF for outprocessing.
- d. Enlisted personnel not issued OCIE by CIF provide DA Forms 3645/3645-1 reflecting issue of those items authorized for retention or transfer; however, personnel are not held responsible for property not issued to them.
- e. Unless specified by transfer/TDY orders or CTA 50-900, individuals turn-in all OCIE prior to departing this installation.
- f. Only CIF personnel post transactions for turn-in of OCIE stocked by CIF.
- g. Responsible person of individual's organization inspects all items prior to outprocessing through CIF. OCIE is not accepted unless clean and dry. [OCIE damaged through other than FWT must be accompanied by adjustment document IAW 735-5.](#)
- h. Prepare turn-in of OCIE IAW appendix D, this regulation, and following requirements:
  - (1) Carefully remove sewn on nametapes, grade insignia and organization shoulder insignia from clothing. Clothing damaged during removal of sewn on items or showing indication that items were attached with glue are not accepted for turn-in as FWT if unserviceable. If torn items are repaired and made serviceable, they are accepted for turn-in.
  - (2) Remove headband and neckband from helmet liner, securely tie overshoes together with string/cord through top buckles, remove suspenders from field pack, roll tent ropes, and remove first-aid packet from first-aid case.
  - (3) Perform individual and organizational repair of OCIE.
- i. Turn-in of group/battery/class OCIE.
  - (1) Schedule appointments IAW paragraph 3-3 above.
  - (2) Organization supply NCO or senior drill sergeant meets with CIF personnel at least 2 working days prior to turn-in date to discuss procedures, status of personnel, condition of equipment, and required documents. Following documents are required:

(a) One copy of group/battery/class roster, annotated with status of students/trainees not outprocessing, as well as those who will PCS or intra-post transfer.

(b) Memorandum, signed by commander, containing names of students/trainees reassigned for recycle training and organization(s) to which students/trainees have been reassigned.

(c) Adjustment documents prepared IAW AR 735-5 to account for lost or damaged equipment discovered during the unit outprocessing procedure as required by DA Pam 710-2-1.

(3) Failure to provide above documents voids the scheduled appointment.

(4) OCIE issued to students/trainees shown on roster as AWOL, hospitalized, or confined, and RS, if applicable, is turned in when group/battery/class is outprocessing.

j. Process OCIE issued to absentees IAW DA Pam 710-2-1 and paragraph 3-28 above.

## **Section V. - LAUNDRY AND DRY CLEANING SERVICE**

**3-50. APPLICATION.** Procedures set forth in this section are applicable to on-post organizations but not to USAR or ROTC organizations.

### **3-51. CLAIMS.**

a. If property is issued by or available through government sources, claims are processed IAW AR 27-20. Claims for other types of property are processed IAW AR 210-130 and paragraph C5.3.14 of laundry contract.

b. Contracting Officer Representative (COR) for Fort Sill Laundry is first point of contact for laundry claims involving Fort Sill Laundry.

**3-52. COMPLAINTS.** Make complaint of loss or damage to property sent to laundry to COR. Meet requirements of AR 210-130 when making complaint.

### **3-53. DRY CLEANING.**

a. Dry cleaning service without charge is provided only for--

(1) Army green uniforms for personnel assigned to funeral details.

(2) Military clothing required to be dry-cleaned for deceased personnel.

(3) Clothing that requires dry cleaning before resale or reissue. This applies to CIF, CIIP, and SARSS.

b. List items to be dry-cleaned on DA Form 2707 (Dry Cleaning List). Complete all information prescribed on form.

c. Cleaning service is charged to DOL, where consumer funds are available for dry cleaning operations.

d. Organizations or individuals not serviced by direct delivery and pickup must deliver clothing and completed forms to laundry.

### **3-54. EXCHANGE OF BLANKETS AND LINENS.**

a. These procedures are not applicable to off-post satellite organizations, hospital activities, or other DoD activities.

b. Fort Sill Laundry maintains direct exchange pool of sheets, pillowcases, pillows, mattress covers, and blankets.

c. Fort Sill Laundry is responsible for classification of direct exchange linens and blankets turned in by organizations.

d. Organizations receive direct exchange of clean like items when soiled items are turned in. Items that have become unserviceable through FWT are also exchanged.

e. Linen, pillows, and blankets that have become unserviceable through other than FWT are not accepted for exchange. Organizations account for such items IAW AR 735-5 and turn them in to FMO, DPW, Building 5676, for replacement.

### **3-55. LAUNDRY CODES.**

a. Enter unit identification code (UIC) on all documents, including DA Form 3799, submitted by organizations.

b. Individual laundry code (mark) consists of laundry date and bundle number. Code is entered on documents submitted by individuals.

**3-56. MEDICAL LINENS.** Nonmedical activities are not authorized possession of linen items distinctively identified for medical use. When such items are turned in by nonmedical organizations, Fort Sill Laundry withdraws and returns these items to MEDDAC.

**3-57. OCIE LAUNDRY SERVICE.** See paragraph 3-58 below.

**3-58. PICKUP AND DELIVERY SERVICE.**

- a. Pickup and delivery service directly exchanges soiled linen (i.e., sheets, pillows, pillowcases, mattress covers, and blankets) at organization.
- b. Pickup and delivery service picks up and returns OCIE to organization. Items are normally returned within 72 hours (3 working days).
- c. Fort Sill Laundry establishes schedule, listing days of the week, and approximate time for pickup and delivery for each organization.
- d. Organizations will have sufficient personnel available on scheduled days to verify count by laundry representative and to move property to and from route truck.
- e. Prior to truck's arrival, organization personnel count each item of organization property, place in bundles, and record on DA Form 1974 (Laundry List). Resolve discrepancies between organization's count recorded on DA Form 1974 and laundry representative's count before loading.

### **3-59. PIECE-RATE LAUNDRY SERVICES.**

- a. Piece-rate laundry service is available for all active duty Armed Forces personnel at Piece-Rate Section, Fort Sill Laundry. Following piece-rate laundry services are available:
  - (1) Regular 72-hour (3 working days) service requires individual to deliver soiled laundry to Piece-Rate Section.
  - (2) Special piece-rate service requires individual to deliver soiled laundry to Piece-Rate Section, Building 1802W, by 0800 for completion by 1530 the same working day.
- b. Complete DA Form 2741 (Laundry List for Piece-Rate Patrons) and deliver it with the soiled laundry. Forms are available and customers may complete them at Piece-Rate Section.

## **Section VI. DIRECT EXCHANGE LINEN/BLANKET POOL**

**3-60. CLASSIFICATION OF DIRECT EXCHANGE LINEN/BLANKETS.** Laundry classifies all direct exchange linen and blankets turned in by organizations.

### **3-61. EQUIVALENCY FACTORS FOR SALVAGE.**

- a. Items listed below are turned in as equivalent pounds of rags. Activities are notified when factors are revised.

1 blanket =	2.84 lbs wool or 3.16 lbs frieze rags
1 new mattress cover =	1.92 lbs mattress cover rags
1 old mattress cover =	1.52 lbs mattress cover rags

1 sheet =	1.20 lbs sheet rags
1 pillowcase =	0.18 lb pillowcase rags

b. Equivalency factors are verified at least once annually by weighing items on DRMO scales. Weighing is witnessed by FMO, DPW; Fort Sill Laundry COR; Manager, Fort Sill Laundry; and Chief, DRMO, or designated representatives. Date and time of weighing is coordinated by FMO, DPW.

c. After verification, FMO PBO determines if any weight factors decreased/increased by more than 1 percent. If so, FMO PBO submits memorandum requesting revision of equivalency factors to DOL for approval and distribution to affected activities.

### **3-62. ORGANIZATION REQUESTS FOR ITEMS STOCKED BY FORT SILL LAUNDRY.**

a. Preparation.

(1) Initial issue. Based on increased strength or activation, as applicable.

(2) Replacement issue. Based on RS and SC/CCV.

b. Submission. Submit memorandum requests for linens and/or blankets to FMO, DPW.

### **3-63. TURN-IN OF LINENS AND BLANKETS.**

a. Organization turns in linens and blankets determined unserviceable through other than FWT to FMO, DPW. Attach supporting documentation (RS or SC/CCV) to turn-in request.

b. Laundry dyes linens and blankets prior to turn-in to DRMO by FMO, DPW. Blankets are dyed black; other items are dyed red.

c. Laundry prepares memorandum listing linens and blankets classified unserviceable for turn-in. FMO PBO prepares DA Form 2765-1 and submits to Supply Branch, DPW, for preparation of DD Form 1348-1A for turn-in of each item to DRMO, Fort Sill.

## **CHAPTER 4. LB & B ASSOCIATES, DPW**

### **Section I. GENERAL**

**4-1. RESPONSIBILITIES.** LB & B Associates, DPW, procures all authorized public works supplies and equipment required by elements of this installation, attached organizations, and satellite organizations as prescribed by AR 420-17, AR 420-18, AR 420-70, AR 710-2, DA Pam 710-2-1, and this regulation.

#### **4-2. CARPET.**

a. Carpet — Equipment In Place (EIP). See paragraph 1-45, this regulation.

b. Carpet/Carpet Pad — Installed (Real Property). Carpet is authorized, procured, and installed as outlined in AR 420-70. Submit user requirements for carpet through command channels with supporting documentation and justification IAW AR 420-70 to DPW for processing. Attach properly completed DA Form 4283 (Facilities Engineering Work Request) to request.

c. Rugs. See paragraph 1-45, this regulation.

#### **4-3. DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODE (DODAAC).**

DODAAC assigned to DPW Business Management Division (BDM) is "W44DQ7."

#### **4-4. EXPENDABLE SUPPLIES.**

a. Other Than Self-Help. Submit DA Form 4283 to the Maintenance Cell Manager, DPW, responsible for the building or facility for expendable supplies other than Self-Help (i.e., gypsum board (sheetrock), plywood, etc.). Identify all requested materials on DA Form 4283. Also, see paragraph 4-8 for additional procedures when expendable supplies are not used on/in real property projects.

b. Self-Help Supplies. Materials are issued from Self-Help, Building 1946, IAW USAFACFS Suppl 1 to AR 420-70.

#### **4-5. EQUIPMENT FOR BUILDINGS AND GROUNDS MAINTENANCE.**

a. Authority. Cite appropriate Army regulation, CTA, TDA, or USAFACFS regulation authorizing items on each request. Organizations are not authorized to submit requests for standard or nonstandard buildings and grounds maintenance equipment to SSA.

b. Floor Polishers for Administrative Areas. Submit memorandum request for floor polishers for permanent loan on hand receipt to FMO. DOL issues floor polishers to hand receipt holder (HRH) of requesting organization when authorized by USAFACFS Suppl 1 to AR 420-70 and approved by DPW.

c. Power Lawnmowers. Submit memorandum request for power lawnmowers for permanent loan on hand receipt to CPBO for approval. Identify specific area(s) to be mowed, and list all mowing equipment currently authorized on hand receipt. Route memorandum requesting additional equipment through Grounds Branch, FMD, DPW to CPBO. If approved, DOL issues power lawnmowers to HRH of requesting organization.

d. Equipment Available for Temporary Loan. Following equipment is available for temporary loan to designated self-help personnel from Self-Help upon request.

- (1) Fertilizer spreaders.
- (2) Hedge trimmers, electric.
- (3) Stepladders and extension ladders.
- (4) Wheelbarrows.

**4-6. FOUND ON INSTALLATION DPW PROPERTY.** Turn in nonproperty book DPW supplies and equipment at Building 1946 without documentation. See this chapter, Section II, for procedures.

**4-7. ISSUE.**

a. DPW, FMO, issues dayroom and quarter's furniture from Building 3001 IAW CTA 50-909 and this chapter, section II.

b. DPW, FMO, issues expendable materials (other than self-help materials), lumber, and operational supplies to organization personnel designated on DA Form 1687.

c. CPBO/FMO, PBO issues nonexpendable equipment on hand receipt as appropriate, to battalion/equivalent level PBO or HRH designated on DA Form 1687.

**4-8. LUMBER AND RELATED MATERIALS.**

a. To obtain lumber and related materials, Federal Supply Group 55, for operational and training projects submit DA Form 2765-1 for each item required. DA Form 2765-1 is processed through DPW Customer Advocates and cites appropriate OMA cost code (APC) and must contain following statement signed by PBO or commander. "Supplies will not be used in work that will affect real property facilities of the installation. Organization will use materials to (enter specific use of materials)." Units within III CA process DA Form 2765-1 through 3ACA G4 Budget Office before submitting to DPW Customer Advocate.

b. DPW Customer Advocate must approve requests prior to submitting requests to LB & B Associates, Building 1950.

c. Due to single application, DA Form 2765-1, for gypsum board (sheetrock), must accompany DA Form 4283 approved by the appropriate DPW Customer Advocate.

#### **4-9. REPAIR OF DPW EQUIPMENT.**

a. Complete DA Form 2407 IAW DA Pam 738-750, attach to each item needing repair and turn in to Equipment Maintenance Section, Building 1935, where items are repaired or classified uneconomically repairable for salvage.

b. LB & B Associates will notify organization when repaired.

c. If item is classified as irreparable or as salvage, organization contacts CPBO to schedule appointment to turn in equipment. If organization requires replacement, CPBO will issue it.

**4-10. ROUTING IDENTIFIER CODE.** Routing identifier code (RIC) assigned to DPW is "1J1."

**4-11. SEASONAL ITEMS.** Turn in seasonal items to CPBO when determined unserviceable or when equipment is no longer required by organization.

#### **4-12. TURN-IN.**

a. Schedule appointment for turn-in with CPBO.

b. CPBO prepares all necessary turn-in documents.

c. Clean all items to be turned in.

d. Classify unserviceable items and turn in IAW paragraph 4-9 above.

### **Section II. FURNITURE AND HOUSEHOLD EQUIPMENT SUPPORT**

**4-13. PURPOSE.** This section outlines policies and procedures of FMO (FMO), Housing Management Division, DCA.

#### **4-14. RESPONSIBILITIES.**

a. FMO requisitions and documents receipt and issue of furnishings authorized by CTA 50-909 for housing support in unaccompanied personnel housing (UPH) and family housing IAW AR 710-2.



b. FMO accounts for housing furnishings costing less than \$300 and listed as expendable in the FEDLOG as durable property and use durable hand receipts to establish direct responsibility.

**4-15. EXPLANATION OF TERMS.** For purpose of this section, following terms apply.

a. Bachelor Enlisted Quarters (BEQ). Government-controlled housing, including barracks, designated for occupancy by bachelor enlisted personnel and comparable civilians, both male and female.

b. Bachelor Officer Quarters (BOQ). Government-controlled housing designated for occupancy by bachelor officers, both male and female.

c. Unaccompanied Personnel Housing (UPH). BOQ, BEQ, dormitories, and enlisted barracks.

d. Dayrooms. In addition to conventional definition of dayroom, term includes game or recreation room, music room, and TV room.

e. Guesthouses. Facilities providing accommodations for active duty personnel of all grades and dependents, while clearing or awaiting occupancy of family quarters, and for families, relatives, and friends who are visiting military personnel.

f. Furniture. Items of furniture and household equipment authorized for use in UPH, to include dayrooms, and family housing, as identified in CTA 50-909 and AR 210-6.

g. Organization Commander. Battery or company commander.

h. Hand Receipt Holder (HRH). Individual designated by appointment memorandum to be responsible for property.

**4-16. OPERATING HOURS.** FMO processes issues/turn-ins 0730-1130 and 1200-1600, Monday through Friday, excluding Federal holidays.

**4-17. ADMINISTRATIVE ADJUSTMENT REPORT (AAR).** If HRH determines through coordination with FMO PBO that property actually on-hand is listed incorrectly on hand receipt by nomenclature, stock number, or serial number, organization commander prepares memorandum to FMO PBO requesting correction. FMO PBO processes DA Form 4949 (Administrative Adjustment Report) and adjusts applicable records.

**4-18. ASSIGNMENT OF DOCUMENT NUMBERS.** All property adjustment documents (RS, SC/CCV, and AARs) are assigned a number from FMO document register.

#### **4-19. BLANKETS.**

- a. CTA 50-909 authorizes items, including blankets, for which FMO is responsible.
- b. Fort Sill authorizes two blankets per male/female individual living in barracks with central heat. For those in temporary barracks, authorization is three blankets per individual.
- c. Under provisions of AR 710-2, do not take blankets accounted for by FMO property book and issued to organizations on hand receipt to the field or upon change of station except when directed by MACOM.

#### **4-20. CLEARANCE PROCEDURES.**

- a. Organization commander ensures any HRH of property in the command clears through FMO upon reassignment and required adjustment documents are submitted NLT 1 week prior to HRH's departure.
- b. Upon notification of change of HRH, FMO will "freeze" hand receipt 3 days prior to change of command; no further issues or turn-ins are made until incoming HRH signs for property.
- c. Conduct joint inventory of property and make necessary adjustments IAW paragraph 4-22g and h below.
- d. Clear hand receipts and adjust discrepancies 1 week **prior** to departure or change in duty status of outgoing HRH.
- e. Outgoing HRH remains responsible until incoming HRH furnishes appointment memorandum to FMO and signs master hand receipt.

**4-21. DELEGATION OF AUTHORITY.** Delegation of authority to request and receipt for property will be as follows.

a. Submit memorandum designating HRH or "Assumption of Command" to FMO with three copies of DA Form 1687 prepared IAW DA Pam 710-2-1, signed by HRH. Designate one or more military/civilian personnel as authorized representatives. HRH assumes full responsibility for all property received by authorized representatives.

b. Distribution of DA Form 1687.

(1) Original is held by FMO PBO in the appropriate hand receipt file.

(2) Second copy is held in FMO warehouse to assure property is issued to authorized personnel.

(3) Third copy is authenticated and returned to unit for filing.

c. Use of DA Form 1687.

(1) Warehouse personnel use DA Form 1687 to assure property is issued to authorized personnel. Present proper identification prior to receiving items.

(2) DA Form 1687 is reviewed quarterly by FMO for expiration date. Remove expired cards from active files and notify organizations by telephone or memorandum. However, it is HRH's responsibility to notify FMO when individual listed on DA Form 1687 departs the unit. Do this by submitting a new DA Form 1687.

#### **4-22. HAND RECEIPT PROCEDURES FOR UPH.**

a. Upon initial issue to organizations, use automated hand receipts to establish responsibility. Subsequent issues/turn-ins are made on a Housing Management Systems (HOMES) generated automated hand receipt.

b. FMO PBO hand receipts only to battery/company/detachment level.

c. FMO prepares hand receipt in two copies. Original is master hand receipt retained by FMO, and second copy is given to HRH.

d. HRHs are officers, warrant officers, DA civilians, or NCOs assigned as commandants of NCO Academy and Drill Sergeant School, USAFATC, and Commandant, Fitness Training Battery.

e. Do not subhand receipt property without written approval of FMO PBO.

f. HRH bring copy of hand receipt when adjusting with FMO PBO for annual inventories, change of HRH, or scheduled adjustment. Both HRH and FMO PBO verify figures on both copies of hand receipt are identical. If differences appear after adjustment has been made and hand receipt signed, FMO master hand receipt is considered correct.

g. Adjusting Hand Receipts. If one or more transactions (HOMES automated printouts) occur, hand receipts are adjusted after 180 days, based on date of oldest change document, IAW DA Pam 710-2-1. HRH contacts FMO to schedule appointment to update hand receipt concerning 6-month adjustments, annual adjustment, or change of command adjustments. If scheduled date cannot be met, unit will notify FMO by memorandum with statement of lateness.

h. Inventories.

(1) Responsibility. Organization commander assure inventories are accomplished IAW AR 710-2.

(2) Change of HRH. Two weeks prior to change of HRH, notify FMO by memorandum of scheduled date for change of command. Outgoing HRH schedules and adjusts hand receipt with FMO PBO prior to inventory with incoming HRH. After adjustment with FMO PBO, outgoing and incoming HRH conduct joint inventory of all property on hand receipt. If discrepancies are found during joint inventory, submit adjustment documents to FMO NLT 5 working days prior to actual change of command.

i. Expendable Items. Certain expendable items are reportable by FMO and therefore are carried on FMO's property book. Report loss of or damage to these items (other than FWT), to FMO by submission of adjustment documents or damage statement. Unserviceable items (FWT) are turned in or direct exchanged.

j. Serial Numbered Items. Items are issued by serial or FM number, and numbers are annotated on hand receipt. Each item turned in must have the same serial number as shown on hand receipt for that particular unit. Loss of serial numbered items requires appropriate adjustment document.

#### **4-23. ISSUES.**

a. Initial Issue. Upon notification of activation and receipt of memorandum listing needed equipment, issues are made on HOMES automated hand receipt or worksheet. When worksheet is used, FMO gives organization and respective warehouseman a copy. When issues are completed, reconcile worksheets and DA Forms 3161 (automated printout) and record issue on permanent hand receipt.

b. Return of Disapproved Request. DPW FMO returns disapproved requests with reason for rejection.

c. Approved Request (After Initial Issue) -- Item on Hand. DOL calls requester and advises when organization can pick up item. FMO prepares HOMES automated hand receipt in duplicate and gives second copy to HRH.

d. Approved Request -- Item Not on Hand. FMO prepares due-out listing, if funds are available, and holds listing in suspense. FMO provides copy to organization. When item is available for issue, FMO PBO prepares issue document and notifies requesting organization.

e. Transfer of Property. Do not transfer property between HRHs without prior approval of FMO PBO. If request is to be satisfied by transfer between HRHs, following will apply.

(1) Gaining organization pick up property from losing organization, unless otherwise advised by FMO PBO.

(2) Each organization accurately records number of items transferred and reconciles both counts when physical transfer is complete. Annotate all items transferred on DA Form 3161, which is signed by individuals authorized on DA Form 1687, and forward to FMO for action.

(3) Upon notification from organizations concerned, FMO prepares turn-in document for losing activity and issue document for gaining activity. HRHs and FMO representative signs DA Form 3161 (automated printout). Receiving organization signs for property before DOL gives losing organization credit.

#### **4-24. MOVEMENT OF FURNITURE.**

a. When organization moves into a building without furniture, DOL issues furniture IAW CTA 50-909. Submit requirements by memorandum to FMO signed by HRH. If any authorized item is not available, DOL will issue it as soon as we receive it.

b. If organization moves from one barracks to another, move linens only. Furniture remains in place.

c. Incoming organization use furniture already in building. Turn in furniture excess to needs to FMO; FMO issues any additional items required.

d. Load furniture turned in to or issued from FMO on trucks in a manner to preclude damage.

(1) Load chairs, sofas, etc., in an orderly manner and, if necessary, stack in such a way as to prevent legs from damaging plastic cushions, legs and arms being broken, etc.

(2) Do not place mattresses in truck beds without something under them to keep them clean. Do not place heavier objects on top of mattresses.

(3) Secure items on vehicles, especially TVs, radios, polishers, and vacuum cleaners, to prevent movement.

e. Do not move English oak and metal wardrobes unnecessarily after once being set up.

f. Small chips and/or discoloration do not make a wardrobe unserviceable.

g. Each individual ensures all nuts, bolts, and screws in his/her wardrobe are kept tight to alleviate loss and/or damage to parts.

h. HRH does not move or disassemble pool tables received from FMO PBO. HRH is held accountable IAW AR 735-5 for any modification or repairs other than those done by work order to FMO PBO.

**4-25. PROPERTY IN DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO).** See paragraph 6-13, this regulation.

**4-26. PROPERTY NOT ON HAND RECEIPTS.** Identify all furniture on hand, but not presently recorded, on any property record. If item is required/authorized for organization in which it is located, organization commander notify FMO by memorandum. FMO PBO records item on FMO records and issues to organization. Turn in without documentation when item is not authorized in organization.

**4-27. REPAIR OF FMO PROPERTY.**

a. Recreational Equipment (pool tables, foosball, etc.). Use unit funds to pay for repair of these items. Organization requests repair by submitting DA Form 3953 to Cdr, USAFACFS, ATTN: ATZR-QA, providing room and building number, FMO control number (stenciled on item), name/two telephone numbers of person to contact, detailed description of required service, and fund cite to be charged. Also provide size of pool table, location (dayroom, lounge, TV room) and building floor on which it is located.

b. Radio-phonographs and Television Sets. Contact FMO to schedule appointment for exchange, if like item is available. If exchange item is not available, DOL places unit replacement on due-out listing. FMO personnel adjust serial numbers/FMO control numbers accordingly. Place cushioning/padding under and around radio-phonographs and television sets during transit to lessen impact of movement, and tie down securely.

c. Polishers, Vacuum Cleaners, and Fans. Turn in unserviceable polishers, vacuum cleaners, and fans to RCF, Building 1490, 0730-1030 Mondays and Tuesdays only. Units turn in equipment with all parts (i.e., brushes with polishers, bags with vacuum cleaners, etc.). If equipment is coded unserviceable, unit retains DA Form 2402 received from RCF and contacts FMO for appointment to pick up replacement. If replacement is not available, unit requirements are placed on due-out listing. If equipment is coded serviceable, RCF repairs it and notifies unit to pick up. Unit leave name and two telephone numbers for point of contact. Units are responsible for replacement of electrical plugs on polishers, vacuum cleaners, and fans.

**4-28. REQUEST FOR ISSUE.**

a. FMO property is authorized by CTA 50-909, based on in-barracks strength. Only authorized allowances are issued on all items, except 7 percent float allowance for linen is provided. Hand receipts are reviewed periodically by FMO to determine any changes to authorized allowances. Only exception is for allowances based on maximum projected trainee input and will apply only to barracks furniture and furnishings.

b. Organizations submit memorandum requests for furnishings to FMO giving on-post strength, hand receipt number, point of contact, and telephone number. Requests for furnishings not listed in CTA 50-909, but required for UPH (excluding administrative offices), are forwarded to DA by FMO as requested for change/addition to CTA 50-909.

**4-29. STORAGE OF MATTRESSES.** Store innerspring mattresses and other combustible bedding, not in use at organizational level, in supply rooms or locked rooms rather than in occupied squad bays, as follows.

- a. On Pallets. Stacked flat, one on top of another, not to exceed eight high.
- b. On Beds (single or double decked). Stacked flat, one on top of another, not to exceed four high on one bed.
- c. Other Requirements. Leave mattress covers on mattresses at all times, and do not stand mattresses on end.

**4-30. TURN-IN AND/OR REPLACEMENT OF PROPERTY.**

a. General. Turn in excess or unserviceable UPH furnishings (except those being held for investigation purposes) to FMO. If a large quantity of furniture needs classification, FMO sends classifier for this purpose. If quantity is not large, furniture is classified as it is turned in to FMO warehouse. Include all component parts and **clean** furnishings to be turned in. Only personnel authorized on DA Form 1687 make turn-ins. Identify items, by nomenclature and stock number, to FMO supply clerk, who makes the appointment, prepares turn-in document, and directs turn-in to appropriate warehouse for unloading. Unit brings copy of hand receipt to FMO for turn-in.

b. Serviceable Items. Serviceable items are stored in FMO warehouse for reissue.

c. Unserviceable Items (FWT). Commanders are responsible for condition of furniture in their organizations. When item is damaged through FWT, turn in to FMO immediately. If like items are available, direct exchange is made. If not, like item are issued when available. Serial numbers, if applicable, are adjusted accordingly.

d. Unserviceable Items (Other Than FWT).

(1) All adjustment documents are assigned a number from FMO document register. **Do not** assign organization document numbers. Adjustment documents must reflect current prices, obtain them from FMO or the FEDLOG.

(2) If adjustment documents cover damaged property, property is turned in to FMO with adjustment document.

(3) If responsible individual makes voluntary restitution by DD Form 362, SC/CCV for unserviceable item, organization prepares DD Form 362 IAW AR 735-5, except notation "RETURN TO FMO" is added in "organization" block. Organization commander retains one copy and hand carries original and all other copies to FMO. FMO PBO assigns document number, retains one copy, and forwards original and all other copies to Defense Accounting Office. Units **do not** forward DD Form 362 to Defense Accounting Office.

(4) DA Form 4697 (RS) is required for lost or damaged property, if negligence is indicated, and responsible individual does not admit liability. Damaged property is held at organization until released by surveying officer or when survey is approved. Prepare RS IAW AR 735-5 and forward to FMO for assignment of document number. At this time, credit is given for lost property; and turn-in documents prepared for damaged property. FMO retains one copy in suspense file and forwards original and three copies to appointing authority. Units **do not** forward or hand carry RS to appointing authority. Maintain Reports of Surveys IAW AR 25-400-2.

(5) If negligence is not involved, turn in damaged items to FMO with statement from HRH and approved by approving authority IAW AR 735-5.

e. Lost/Destroyed Property Not Available for Turn-In. FMO credits organization when document number is assigned to adjustment document.

#### **4-31. USE OF FMO FURNITURE/FURNISHINGS.**

a. Furniture/Furnishings. Do not store furniture and furnishings in organization supply warehouses, except for authorized floats; property is not issued for use in organization administrative offices.

b. Wardrobes. Do not use wardrobes in administrative offices for storage of weapons or property of AWOL or other absentee personnel. Only exception is storage of property for hospitalized personnel who are expected to return to duty within 120 hours.

c. Rugs/Carpets. Do not cut rugs and carpets for any reason without prior approval of FMO PBO. These items are recorded on property book and hand receipts by size.

d. Use of Dayroom Furniture in Areas Other Than Dayrooms.

(1) If authorized and when excess furniture is available, organizations may request lateral transfer from FMO PBO for use in administrative offices.

(2) Do not use English oak furniture in offices or administrative areas.



(3) Furniture is transferred in "as is" condition. Organization funds expense of replacement, repair, or refinishing.

e. Items With 3-Prong Plug. Do **not** break off ground plug on cords for floor polishers, fans, or other electrical appliances. Organization personnel replace cord when ground prong has been broken off. Adapters and plugs are available at Troop Self-Help, DPW.

f. Damaged Furniture. Furniture is not exchanged because of burn holes or small cuts in upholstery or burn marks on wood. Such damage does not make item unserviceable.

g. Tennis Tables. Place all tables in playing position and remain up.

#### **4-32. FAMILY HOUSING PROCEDURES.**

a. Issues.

(1) Ranges and refrigerators are furnished to all on-post quarters. However, DOL delegated DPW to approve use of privately-owned refrigerators. Coordinate with Housing Management Division for use of privately-owned refrigerators.

(2) No furnishings are authorized for off-post housing.

(3) Furnishings are authorized only for General and Liaison Officers' quarters on Fort Sill.

(4) DOL can provide essential, emergency furnishings to individuals in on-post quarters awaiting delayed arrival of personal property. Turn in such furniture when personal property arrives. Occupant will pick up and turn in furniture.

(5) FMO personnel prepares hand receipt for quarters property listing all property in quarters, and occupant signs, after verifying range and refrigerator serial numbers, during initial inspection.

b. Turn-ins. Occupant coordinate with FMO personnel to schedule turn-in of property. DA Form 3161/automated printout is prepared by FMO. At time of turn-in, warehouseman and occupant sign form. Original is given to occupant.

c. Lost or Damaged Property. FMO prepares all necessary adjustment documents. Occupant furnishes statement of facts and circumstances and signs required documents.

d. Inventories. Inventories are conducted at time of termination inspection.

e. Clearance Procedures. Housing inspector clears occupant's hand receipt at time of terminal inspection. If questions arise concerning furniture damaged through other than FWT, FMO determines if adjustment document is required.

## **CHAPTER 5. MEDICAL SUPPLY**

### **Section 1. GENERAL**

**5-1. RESPONSIBILITIES.** Medical Materiel Management Branch, Logistics Division, MEDDAC, is responsible for procurement, receipt, storage, and issue of authorized medical supplies. This branch furnishes medical supply support to all authorized elements of this installation, attached organizations, and satellite organizations. In addition, this branch determines requirements for supplies and equipment for use within MEDDAC.

**5-2. DATED ITEMS OR ITEMS WITH POTENCY DATES.** Units/activities with medical sets, kits, and outfits on hand maintain surveillance of these items to determine expiration dates IAW AR 40-61, Medical Logistics Policies and Procedures. Order replacement items 6 months prior to expiration date. Turn in expired or expiring medical supplies according to procedures published by Medical Materiel Management Branch.

**5-3. ITEMS REQUIRING REFRIGERATION.** Organizations do not request items requiring refrigeration if refrigeration capability is not available. Deployment requirement records are annotated to indicate items requiring refrigeration; request refrigeration items prior to deployment. Owning unit makes provisions for preservation of these items during and after transport.

#### **5-4. MEDICAL SETS, KITS, AND OUTFITS.**

a. Account for medical assemblies and equipment sets IAW AR 40-61 and DA Pam 710-2-1.

b. Units/activities authorized medical sets, kits, and outfits assure items coded "R" (narcotics, ethyl alcohol) and "Q" (amphetamines) in "Note" column of volume 2, Catalog 6545-IL, are turned in to Medical Supply Officer, MEDDAC.

(1) To ensure adequate quantities of items coded "R" and "Q" are on hand to accommodate all organizations, each organization submits its requisitions with a letter of justification signed by a licensed physician to Medical Supply Officer, MEDDAC.

(2) Units/activities sign for controlled items and prepare turn-in documents IAW AR 40-61 for them. Materiel Branch, Logistics Division, MEDDAC, receipts for and holds controlled items until required for deployment or emergency. Items are reissued upon submission of DA Forms 2765-1 signed by the unit's PBO.

c. Procedures for requesting regulated medical items listed in AR 40-61 are:

(1) Review requirements to certify that all components have been inventoried and that missing components are not on hand to fill authorized requirements.

(2) Compare supply catalog listing with individual line items on hand, request shortages IAW paragraph 5-5 below.

(3) Attach memorandum signed by commander or PBO to DA Form 2765-1 for regulated medical items, stating compliance with above instructions. Provide detailed validation considering such questions as:

(a) Is this a newly activated unit?

(b) Are there personnel available who are qualified to use items and provide proper maintenance?

(c) Is secure, dry, safe storage area available?

## **Section II. REQUEST FOR ISSUE AND TURN-IN PROCEDURES**

### **5-5. PREPARATION AND SUBMISSION OF REQUESTS FOR ISSUE.**

a. All Units/activities, excluding MEDDAC.

(1) Submit requests for expendable standard medical supplies IAW published MEDDAC guideline and DA Pam 710-2-1. Submit requests for expendable nonstandard medical supplies and for nonexpendable medical equipment on DA Form 3953, Purchase Order Request.

(2) Base requests for medical supplies on allowances set forth in appropriate TOE, TDA, MTOE, MTDA, CTA, or other authorization-type document.

(3) Prepare requests for PLL medical items IAW (1) above.

b. MEDDAC.

(1) Expendable. Submit requests for expendable standard medical supplies IAW MEDDAC SOP and DA Pam 710-2-1. Submit requests for expendable nonstandard medical supplies and for nonexpendable medical equipment on DA Form 3953.

(2) Nonexpendable. Submit requests for nonexpendable medical equipment to Property Management Section, Logistics Division, MEDDAC, by memorandum IAW procedures established by Property Management Section. Include complete justification, signed by unit commander, for requested item. Property Management Section processes and forwards requisition to appropriate procurement activities.

## **5-6. PICKUP OF REQUESTED MEDICAL SUPPLIES.**

a. Priority 01-08 Requests. Requesting organization picks up supplies within 24 hours after notification that requested supplies are ready for issue.

b. Priority 09-15 Requests. When notified requested supplies are ready for issue, requesting organization picks up supplies within 48 hours.

## **5-7. TURN-IN PROCEDURES.**

a. Preparation of Requests for Turn-In. Prepare requests for turn-in on DA Form 2765-1 IAW SARSS EUM.

b. Turn-in of Medical Supplies. Upon completion of inspections and verification that condition of supplies is as described, Medical Supply warehouse personnel acknowledge receipt of supplies on turn-in document. Organizations may turn in supplies at any time during normal operating hours.

c. Turn-in of Nonexpendable Items.

(1) Medical maintenance personnel classify all nonexpendable items prior to turn-in. Submit DA Form 2407 annotated "Classify for Turn-in" and items to Medical Maintenance Section, Logistics Division, MEDDAC.

(2) Medical maintenance personnel complete DA Form 2407 for turn in of nonexpendable items and bring to Medical Supply warehouse.

d. Turn-in of Incomplete Medical Sets, Kits, and Outfits.

(1) Incomplete medical sets, kits, and outfits are turned in by components, using DA Form 2765-1 for each item.

(2) Organization initiates action to cancel outstanding back orders of requests previously submitted to complete shortages for medical sets, kits, and outfits being turned in.

## **CHAPTER 6. DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) PROCEDURES**

### **Section I. GENERAL**

**6-1. PURPOSE.** This chapter provides DRMO procedures for organizations located on or off of Fort Sill for logistical support. Units/activities comply with AR 710-2 and DA Pam 710-2-1. Procedures included are--

a. Turn-in of excess property/scrap to DRMO.

- b. Screening of excess property located at DRMO.
- c. Acquiring property from DRMO.

**6-2. HOURS OF OPERATION.** DRMO, located in Building 3323, Fort Sill, is open 0730-1600 Monday through Friday, excluding holidays. Turn-ins and issues are processed 0730-1530.

## **Section II. TURN-IN OF EXCESS PROPERTY/SCRAP**

**6-3. TURN-IN OF EXCESS ITEMS TO DRMO.** Organizations may turn in following items to DRMO--

- a. Durable and expendable items which are obviously scrap and salvage and are not classified repairable/recoverable above organization level by MR/RC on FEDLOG. Process DD Form 1348-1A through applicable SSA (i.e., SD, BOC; Materiel Branch, Logistics Division, MEDDAC or Supply Branch, DPW) for completion.
- b. Items that are processed for turn-in to DRMO by SSA, classified on DD Form 1348-1A as "Declared Service Agency Excess/DoD Excess," and delivered to DRMO by organization.

## **6-4. PREPARATION OF DISPOSAL TURN-IN DOCUMENTS (DTID) FOR ACCOUNTABLE ITEMS.**

- a. Organizations will not turn in accountable items direct to DRMO. Organizations turn in property to appropriate SSA IAW SARSS EUM and applicable chapters of this regulation. SSA prepares DTID on DD Form 1348-1A.
- b. Prepare DTID in a minimum of original and four copies. DRMO will retain original and two copies. Give "Suspense copy" to organization representative who delivers it to SSA and obtains signed receipt for turn-in on DA Form 2765-1. Stamp remaining copy "Receipt Copy" and return to accountable supply officer. DRMO regulations prohibit giving this copy to driver who turned in property.
- c. SSA ensures DTID are prepared IAW current supply regulations prior to delivery of items to DRMO. DTID must also indicate--

### **(1) End Items.**

(a) NSN when assigned to item or MCN when assigned locally. If NSN or MCN is not available, identify item's FSC as listed in AR 708-1 and assign nonstandard number (e.g., 8405 (FSC)-00-LSN (static information)). This type number consists of only nine positions; do not zero fill last four positions.

- (b) Nomenclature.
- (c) Quantity.
- (d) Acquisition cost/unit price; if unknown, show estimated unit price.
- (e) Supply condition code (or equivalent for nonappropriated fund, claims, etc.).
- (f) Document number.

(g) Category of property (e.g., foreign equity, nonappropriated fund). If proceeds are to be deposited to other than Defense Budget Clearing Account, provide reimbursement data to include account to be credited. This data is to be completed by SSA only.

(h) Value and list of component parts which were removed, if readily available.

(i) Demilitarization code, obtained from the FEDLOG. DRMO will not accept demilitarization code G or X; demilitarization code F is acceptable only if demilitarization instructions from item manager are provided.

(j) Reclamation requirements data, if applicable.

(k) Annotate column 64 with applicable disposal authority code (M, N, or R).

(2) Scrap and waste.

(a) Basic material content.

(b) Estimated weight.

(c) Provide reimbursement data to include account to be credited (e.g., Industrial Fund, Nonappropriated Fund property) if proceeds are to be deposited to other than Defense Budget Clearing Account. This information is applicable to installation accounts (i.e., S&SD, DOL; DPW Supply; Medical Supply; and Commissary account).

(d) Document number.

#### **6-5. TURN-IN OF ACCOUNTABLE ITEMS.**

a. Generating organization must tag or mark all items with appropriate NSN, etc. Bundle, tie, pack, and identify property in a manner to permit expeditious turn-in to DRMO.

b. All property has potential utilization or sale value; therefore, organizations unloading property must handle property with care. Irresponsible acts, which damage property, are reported to appropriate authority.

**6-6. TURN-IN OF MAGNETIC MEDIA.** Do not turn in magnetic media, including personal computers, hard drives, discs, etc., at DRMO unless accompanied by a certificate signed by unit/activity security officer certifying the media is unclassified/declassified IAW DoD 5200.28-M, ADP Security Manual, Section VII. Certificate should read--

"I certify that this magnetic media has been unclassified/declassified IAW DoD Regulations.

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(NAME)  
SECURITY OFFICER, (UNIT/ACTIVITY)"

**6-7. HAZARDOUS MATERIALS AND WASTE.**

a. EPA, DOT, OSHA, and DoD regulations are continually changing; therefore, organizations having hazardous materials or waste should coordinate with Radiation Protection Officer, DOL; DPS; Installation Safety Office; or DRMO for guidance concerning handling, storage, documentation, and disposal.

b. Following are some items in this category. Items are identified by special control item (SCI) code in the FEDLOG; this list is not complete.

(1) Insecticides.

(2) Herbicides.

(3) Drums and containers.

(4) Asbestos.

(5) Waste oil, solvent, etc.

(6) Transformers and capacitors.

(7) Expended ammunition. See also this regulation, chapter 2.

(8) Items that have been exposed to live ammunition, such as bandoleers and pouches.

(9) Compressed gas cylinders and bottles.

(10) Chemicals, including paints.

(11) Mercury and lithium batteries.

(12) DS2 and STB decontaminating agent.

c. Following information is required for turn-in of hazardous property.

<b>NSN ITEM (UNUSED)</b>	<b>NSN ITEM (USED)</b>
(1) Noun Name	(1) Noun name. (2) Chemical name and percent of each hazardous contaminant. (3) Noun name and percent of each nonhazardous contaminant.
<b>LSN ITEM (UNUSED)</b>	<b>LSN ITEM (USED)</b>
(1) Chemical name of hazardous component.	(1) Chemical name and percent of each hazardous component. (2) Noun name and percent of each nonhazardous contaminant.

Note: This does not include ammunition residue, transformers, and capacitors.

d. Prior to turn-in of hazardous material or waste, organization must contact Environmental Specialist, DPS, 2-5842, to obtain proper turn-in methods, including markings and labels needed on each item of hazardous waste. Each item of hazardous material must have an OSHA compliant label attached and be accompanied by a MSDS. Turn-in documents for hazardous material/waste must contain EPA number, proper DOT shipping name, ID number, waste code, CLIN number, disposal cost and Milsbill code.

**6-8. PRECIOUS METALS.** See chapter 1, section VI, this regulation.

**6-9. TURN-IN OF PRIVATELY OWNED PROPERTY.** See chapter 1, section IV, this regulation.

**6-10. TURN-IN OF UNACCOUNTABLE ITEMS.**

a. Organizations turn in items considered to be scrap (i.e., scrap metal, salvage, scrap tools, scrap expendable office equipment, scrap canvas, scrap rubber (does not include tires), scrap banding material, scrap lumber, etc.) through SD, BOC, Building 2243, directly to DRMO.

b. Segregate scrap expendable and durable items and waste material on the vehicle for turn-in by material content as follows.



- (1) Light metal/steel.
- (2) Heavy metal/steel.
- (3) Aluminum.
- (4) Brass.
- (5) Copper.
- (6) Canvas.
- (7) Electronic components.
- (8) Electric wiring.
- (9) Plastic material.
- (10) Rubber, excluding tires.
- (11) Scrap lumber/wood shavings.
- (12) All others not mentioned above.

c. Documentation will be as follows:

(1) Organizations consolidate trips and have minimum of 25 pounds of scrap before delivery to DRMO to conserve fuel.

(2) All scrap must have a separate DTID, prepared in five copies and must accompany each type of item for turn-in.

(3) Enter "RECYCLING ACCOUNT 21F3875.1111" on the DD Form 1348-1A.

d. DRMO personnel determine if items to be turned in qualify as scrap. If determined to be other than scrap, turn items in to Turn-in Point, Bay 3, Building 2243. Include DA Form 2765-1 prepared IAW SARSS EUM when turning in items to Turn-in Point.

**6-11. SANITARY FILL.** Dispose of scrap material, determined by DRMO to have no salvage value, IAW DoD 4160.21-M, chapter XV, which provides strict guidelines on method of disposition. DRMO personnel must document, approve, and witness all abandonment/destruction action. Precoordinate with DRMO items that the activity making the turn-in feels should be landfill.

## **6-12. SCREENING OF EXCESS PROPERTY LOCATED AT DRMO.**

a. Identification of Personnel. Each person authorized to screen and/or receipt for property at DRMO have appropriate identification (i.e., Government driver's license or identification card) and provide DODAAC of organization.

b. Identification of Excess Property Available at DRMO.

(1) DRMO will have lists of NSNs and condition codes of property turned in to DRMO available.

(2) If NSN of required item is listed, further check must be made at DRMO yard to determine if it is physically present prior to requesting it from SSA.

(3) Organizations desiring to locate property in worldwide disposal system, other than at DRMO, Fort Sill, must furnish DRMO stock number, condition code, and desired geographical location of property. Coordination with S&SD, DOL, is necessary.

**6-13. ACQUIRING PROPERTY FROM DRMO.** Prepare requests for excess property available at DRMO on DA Form 2765-1 IAW SARSS EUM. Include following additional data on DA Form 2765-1 and submit to applicable SSA:

a. Enter DODAAC/document number of organization that turned item in to DRMO and DRMO location in blocks 65 through 80 (lower left corner). Obtain data from turn-in document or tag attached to item. This requirement does not apply to requests for scrap metal, rags, or lumber.

b. If property is to be used for its original intended purpose IAW DA Pam 710-2-1, enter signed statement on reverse of all copies of DA Form 2765-1 indicating property is required to satisfy authorized requirement. Indicate authorization document in block "O" on requests of this type.

c. If property is **not** to be used for its original intended purpose IAW DA Pam 710-2-1, enter signed statement to that effect on reverse of all copies of DA Form 2765-1 and provide justification for property. Assign expendable document number to these requests. When document is completed, file it IAW AR 25-400-2.

d. Description will be supplemented accordingly on requests for scrap metal, lumber, or rags (i.e., fatigue jackets (rags)).

## **6-14. SUBMISSION OF REQUESTS.**

a. Submit requests for property available at DRMO to SSA who normally supplies the item.

b. Enter statement signed by PBO or commander on reverse of DA Form 2765-1 IAW paragraph 6-13b or c above and indicate name of individual authorized by DA Form 1687 to sign for property from/for SSA. HRH of units/activities supported by or colocated with CPBO signs the statement required in paragraph 6-13b or c above.

c. DOL will not issue property to individuals not shown on reverse of DA Form 2765-1 or not listed on DA Form 1687 that is on file at SSA.

d. A memorandum must be on file at DRMO from the PBO, SSA, identifying those individuals authorized to authenticate requisitions in behalf of the PBO. PBO or an individual listed in this memorandum will authenticate DD Form 1348-1.

e. SSA will type a corresponding request on DD Form 1348-1A to withdraw item from DRMO. SSA will provide individual letters or cards of authority to individuals authorized to withdraw property from DRMO, using PBO's DODAAC. Letter or card will state "Named individual is authorized to receipt for property from Disposal System." Card or letter will also contain PBO's DODAAC, identifying serial number, and signature.

#### **6-15. ISSUE OF ITEMS FROM DRMO.**

a. Individual listed on reverse of DA Form 2765-1 IAW paragraph 6-14b above is authorized to sign for property on DD Form 1348-1A prepared by SSA. Only this individual can hand carry DD Form 1348-1A to DRMO for withdrawal of property.

b. If property is not available, DRMO personnel will annotate DD Form 1348-1A "Property not Available" and return to SSA. Individual will annotate organization copy of DA Form 2765-1 "Canceled" and return it to PBO.

c. Deliver DD Form 1348-1A to DRMO within 14 working days. After that time, if the activity desires the property, it is available, and the customer has a valid requisition in hand, DRMO will honor the requisition.

d. If incomplete end items are received from DRMO, organization representative will annotate receipt document to reflect missing components, assemblies, or sensitive parts. Additionally, if components, assemblies, or sensitive parts are removed after receipt by organization, turn them in IAW procedures pertaining to item removed from end item. File copy of turn-in documents IAW AR 25-400-2.

e. Select one or more items from a "lot." If property is drawn by "lot" and only one or more items are required by organization, turn in remaining items to SSA or DRMO using normal procedures. Maintain copies of turn-in documents for audit purposes and file IAW AR 25-400-2.

**6-16. REIMBURSEMENT.** When items are assigned an NSN/MCN, are stock fund items, and are to be used for original intended purpose, items withdrawn from DRMO are costed to organization by appropriate SSA.

**6-17. ASSISTANCE IN ACQUIRING PROPERTY FROM DRMO.** Direct questions concerning procedures on acquiring property from DRMO to SD, 442-5005.

## **CHAPTER 7. MANAGEMENT OF DOD PROPERTY**

### **Section I. GENERAL**

**7-1. PURPOSE.** This chapter implements DoD and DA guidance and establishes installation policy for management of DoD property.

**7-2. SCOPE.** This chapter is applicable to active and reserve component Army organizations and activities receiving maintenance and supply support from Fort Sill.

**7-3. REQUESTS FOR DEVIATION.** Submit request for deviation in a memorandum through DOL to CG, USAFACFS.

### **Section II. RESPONSIBILITIES**

**7-4. COMMANDER, USAFACFS (or designated representative) will--**

- a. Enforce compliance with DoD, DA, and TRADOC policy, and this chapter concerning management of Government property.
- b. Approve/disapprove requests for deviation from provisions of this chapter.
- c. Make monthly visits and observe disposal of excess material at DRMO, sanitary landfill, and rubble pit at Fort Sill for abuse of excess property management system.

**7-5. DIRECTOR OF LOGISTICS (DOL), USAFACFS will--**

- a. Publish guidance concerning property management through "The Billboard," "The Cannoneer," and distribution of messages from DoD, DA, and TRADOC/FORSCOM.
- b. Advise and assist commanders in property management and related functions.
- c. Establish a method to monitor property management system and report abuses to appropriate commanders for corrective action.
- d. Visit and observe, on a weekly basis, disposal of excess material at DRMO, sanitary landfill, and rubble pit for abuse of excess property management system.

e. Review reports of inspection performed by USAFACFS Command Supply Inspection Team.

f. Review requests for deviation from provisions of this chapter and recommend action to CG, USAFACFS.

g. Develop and publish, after coordination with DPW, MEDDAC, and DRMO, a list of materials not allowed for disposal outside supply channels.

**7-6. DIRECTOR OF PUBLIC WORKS (DPW), USAFACFS will--**

a. Establish a method of monitoring property management within DPW and initiating corrective action, if applicable.

b. Make monthly visit and observe disposal of excess material at DRMO, sanitary landfill, and rubble pit at Fort Sill for abuse of excess property management system.

c. Ensure landfill/rubble pit operations and contracts for refuse collection include requirements to--

(1) Verify authorization to dispose of materials and retention of dumping certificate for follow-on actions.

(2) Check material dumped at the site and set aside or cause organization to set aside materials that should not be dumped, as published by DOL.

(3) Set aside area for material for disposal by DRMO.

(4) Set aside area for "amnesty disposal" where organizations may drop materials which cannot be dumped in landfill or rubble pit.

**7-7. INSPECTOR GENERAL, USAFACFS, during scheduled inspections, will--**

a. Review organization procedures for repair and disposal of materials.

b. Review authorization documents cited on property accounting records for unauthorized acquisitions.

c. Compare request documents with turn-in documents for proper assignment of "N" and "R" demand codes.

d. Review organization procedures for validating authorization and bona fide need for requested materials.

e. Enter all facilities in command and determine proper utilization of property and/or retention of excess property.

- f. Validate accuracy of responses recorded on recoverable items listings/cards.

**7-8. DIRECTOR OF RESOURCE MANAGEMENT (DRM), USAFACFS will--**

- a. Determine bona fide need for property during review of requests for adding property to MTOE/TDA and TDA Supplement III authorization documents.
- b. Approve requests for funding of commercial end items over \$50,000. Obtain the appropriate type of money for the purchase. For items under \$50,000, program directors approve the request for funding.
- c. Ensure all organizations adhere to rules on purchasing items with OMA versus OPA moneys.

**7-9. DRMO, FORT SILL will--**

- a. Record those entering DRMO for screening or review of excess property on visitors log.
- b. Restrict withdrawal of property to authorized SSA stock record accounts. Fort Sill authorized stock record accounts are as follows:
  - (1) Nonappropriated Fund (NAF) Account, DODAAC WOVG6D, for property withdrawn IAW DoD Manual.
  - (2) Supply Branch, DPW, DODAAC W44DQ7, for facilities engineer unique material.
  - (3) Medical Supply Section, MEDDAC, DODAAC W44DQ6, for medical unique material.
  - (4) S&SD, DOL, DODAAC W44DQ1, for property not listed above.
- c. Restrict turn in of property to DRMO by accounts listed in paragraph 7-8b and SSAs of other armed services, unless turn-in document is stamped by authorized account. In accordance with AR 710-2, any unit assigned a DODAAC may turn in obvious scrap material assigned ARC "D" or "X" by the FEDLOG; however, authorized SSA must review materials and documents. If DRMO is uncertain of status of organization, contact LOD, DOL, for clarification.
- d. Authorize supporting organizations to dispose of materials at landfill automatically; e.g., ASP for cardboard canisters, upon receipt of written request with justification. Supporting organization may then issue disposal certificate to customer organization when such residue is subject to automatic disposal.

- e. Furnish listing of excess property located at DRMO, Fort Sill, to S&SD, DOL.

**7-10. DRMO COMMANDERS AND EQUIVALENT TDA COMMANDERS/ CHIEFS (or designated representatives) will--**

- a. Enforce compliance with this chapter by organizations within the command/ activity.
- b. Ensure storage space is not used for storing excess property that must be turned in for reutilization.
- c. Ensure requests meet the three basic tests for validity (i.e., approved authorization, funding, and bona fide need) before submitting to appropriate SSA.
- d. Designate commissioned officers, warrant officers, NCOs (E6 and above), or DAC supervisors to ensure items assigned MR codes "O," "Z," "B," or "-" by the FEDLOG are inspected and classified prior to turn-in to appropriate SSA.
- e. Review excess property lists published by DOL for utilization of property in lieu of requesting items through normal supply channels.
- f. Repair and return property to use, when appropriate, in lieu of requesting replacement.
- g. Not allow dumping of DoD and hazardous/toxic/radioactive materials at landfill, rubble pit, or other unauthorized sites.

**7-11. ACCOUNTABLE OFFICER, S&SD will--**

- a. Issue property from the account IAW priorities below.
  - (1) Priority 1 — Used, repairable (condition code F, repairable this station); repair and issue.
  - (2) Priority 2 — Used. Minor repair may or may not be required (condition code B, C, D, E, or G); repair/restore and issue.
  - (3) Priority 3 — New, condition code A.
- b. Properly train classification personnel and state property classification responsibilities in job descriptions.
- c. Ensure item managers review DRMO and TRADOC excess property listings and identify property for use in lieu of requisitioning property from wholesale supply sources and, when appropriate, cancel due-ins to the account.

d. Challenge AMC Inventory Control Point instructions for disposition of F and H coded recoverable materials through DRMO channels and record such challenges. Provide copy of written challenges to HQ TRADOC, ATTN: ATPL-MS, and LOD, DOL.

e. Recover property found on installation when ownership cannot be determined.

f. Reject requests for issue (DA Form 2765-1 (Request for Issue or Turn-In), and DD Form 1348-6 (DoD Single Line Item Requisition System Document)) for field and garrison furnishings and equipment under following conditions:

(1) NSN is assigned but not recorded on the FEDLOG or, if recorded, phrase code states item is "Inactive - Deleted." Do not add these NSNs to local CMDf.

(2) NSN is recorded on FEDLOG, but LIN is not recorded, and ARC is "N."

(3) LIN is assigned and appears in CTA 50-909, but BOI does not apply to requesting organization. When nonstandard LIN; e.g., 99001N, is assigned and BOI applies to requester, procure item locally IAW CTA 50-909.

g. Develop method for permanently marking condition code on excess property turned in to DRMO and identify individual responsible for classification.

h. Request "The Billboard" publish list of excess serviceable/repairable property. If not requested by Fort Sill organizations, report excesses by message to HQ TRADOC, ATTN: ATPL-MS.

i. Enforce "two man" rule for turn in of property to DRMO.

j. Use TAEDP to validate authorizations and type requirement codes assigned to requisitions for reportable property (RICC 2).

### **Section III. POLICIES AND PROCEDURES**

#### **7-12. SUPPLY AND MAINTENANCE.**

a. Supply policies and procedures for property management are contained in AR 710-2, AR 735-5, DA Pam 710-2-1, users' manuals for automated systems, and this regulation.

b. Maintenance policies and procedures for property management are contained in AR 750-1, DA Pam 738-750, USAFACFS Regulation 750-6, and this regulation.

**7-13. FOUND ON INSTALLATION PROPERTY.** Turn in government property abandoned in various locations (i.e., organization areas, firing ranges, roadsides, ditches, culverts, picnic areas, landfills, rubble pits, etc.) to SSA. AR 735-5 states:



"Employees of the Army, both military and civilian, will turn in all found property to the supply system." Upon discovery of abandoned property, all personnel will--

a. If identified as ammunition or explosive, notify ASP, 442-6940/6976.

b. If found within organization's area, notify organization PBO. PBO will review property record to determine if property is required within the organization before turning it in to appropriate SSA IAW AR 710-2.

c. If found in a public area (range, roadside, picnic area, etc.)--

(1) Secure property to prevent further loss or damage.

(2) During duty hours, notify LOD, DOL, 442-4445. If LOD can identify abandoning organization, LOD will immediately notify commander or executive officer for recovery and disposition of property. If LOD cannot identify abandoning organization, LOD will notify and assist SSA or recover property for turn-in to SSA.

(3) After duty hours, notify Field Officer of the Day (FOD), USAFACFS, 580 442-4912.

d. Turn in government property, excluding trash or waste, without documentation, no questions asked, to a "found on installation" receiving point located in Building 2243.

e. If items found on installation are identified as training aids or devices, turn such items in to Training Support Center, Building 216.

**7-14. DISPOSAL OF MATERIEL.** Dispose of government property by one of following methods:

a. PBOs will turn in accountable property assigned ARC "N" (nonexpendable) to appropriate SSAs IAW AR 710-2. If such property is not recorded on an accountable record, turn in to Found on Installation Turn-In Point, Building 2243.

b. PBOs or motor officers will turn in Serviceable/repairable property assigned ARC "D" (durable) or "X" (expendable) to appropriate SSAs, 226th Maintenance Company, or 588th Maintenance Company. Turn in to Found on Installation Turn-In Point, Building 2243 if property is not required and monetary credit for turn in is not desired.

c. Record unserviceable/irreparable property assigned ARC "D" or "X" and RC "O," "Z," or blank, which is obvious scrap, on DD Form 1348-1A and process through appropriate SSA to DRMO IAW AR 710-2 and chapter 6, this regulation.

d. Turn in any material having potential reuse or resale value (i.e., scrap lumber, banding material, canvas, etc.) to or through appropriate SSA to DRMO. Do not dump such material at landfill or rubble pit without certificate of disposal from DRMO.

e. Dump trash and materials having no reuse/resale value and not otherwise restricted by reasons of radioactivity, toxicity, or hazardous waste (battery acid, paint, etc.) at landfill or rubble pit. See chapter 6, this regulation, for types of materials that must be turned in through SSA to DRMO for disposal. Supervisors will inspect materials and complete certificate at figure 7-1 for hauling of such material directly to landfill or rubble pit.

#### **7-15. CLASSIFICATION OF PROPERTY.**

a. One or more of the following organizations must classify all property IAW MR code in the FEDLOG prior to turn in to SSA:

(1) MR Code "O," "Z," "B," or "-" (dash). Personnel designated by organization commanders IAW paragraph 7-10d above.

(2) MR Code "F." 226th Maintenance Company, Building 3493; 588th Maintenance Company, Building 1602; or Quality Control personnel, as appropriate. Call Maintenance Manager, 442-3163, for location of classifiers, based on type of property.

(3) MR Code "H," "D," or "L." Quality Control, MD, DOL. Call Quality Control Foreman, 442-3650, for location of classifiers, based on type of property.

b. Classifiers at SSAs will make final determination of accuracy of assigned condition codes and reject turn-ins when misclassified or change condition code, as appropriate.

#### **7-16. REPAIRABLE EXCHANGE ACTIVITY (RXA).**

a. SSAs will review ASL criteria at least semiannually, determine additional repair parts qualifying for repairable exchange, and add such parts to RXA listings published quarterly.

b. Organizations may add RXA repair parts to PLLs when organization has three recurring demands during the control period. Control periods are 180 days for Active Army and 360 days for USAR. Organizations submit DA Form 2765/2765-1 for initial stock through designated RXA points to SSA.

**7-17. EXCHANGE OF COMMERCIAL MATERIEL.** When organizations submit DD Forms 1348-6 for replacement of commercial property, assemblies, or components; i.e., typewriters, voltage regulators, etc., enter "exchange item available" on DD Form 1348-6. Enter make, model, serial number, and age of unserviceable item on reverse side of

original DD Form 1348-6, as appropriate. SSA will include same information on DA Forms 3953 submitted to DOC.

#### **7-18. FURNITURE.**

a. Except for medical and engineering-housing unique furniture, S&SD is sole source of supply for office/functional furniture.

b. GSA and Federal Prison Industries (FPI) sell furniture to all Federal agencies; therefore, furniture listed in GSA catalogs, Federal supply schedules (FSS), and FPI catalogs may or may not be authorized for use by Army organizations. Requests from Army organizations must meet minimum requirements below:

(1) BOI for items assigned nonstandard LINs, which are procured locally, must apply to the organization.

(2) NSN must appear on the FEDLOG; NSN is not valid if phrase code "Inactive - Deleted" appears on the FEDLOG.

(3) If ARC "N" is assigned to an NSN appearing on the FEDLOG, a LIN must be assigned by the FEDLOG. Assigned LIN must appear in a table of CTA 50-909 that applies to requesting organization (e.g., only CFA, DCA, can cite Table 20 (Morale Support). Also, BOI must apply to the organization; e.g., BOI for Chair, Rotary, LIN C85143, chapter 5, CTA 50-909, applies only to Grant Auditorium, Fort Leavenworth.

(4) If ARC "D" or "X" is assigned to an NSN appearing on the FEDLOG and a BOI appears in CTA 50-970, BOI must apply to the organization. Request item as required if NSN does not appear in CTA 50-970. However, if such an item also appears in CTA 50-909, organization must request authorized CTA 50-909 item.

#### **7-19. MAINTENANCE REQUESTS.**

a. Specify problem in block 16, Maintenance Request, DA Form 2407 (e.g. keys stick). Use the term "TI for Turn-In" only when organization intends to turn in property as excess to needs and is not requesting a replacement.

b. Support maintenance activities will assign condition codes based on reparability of items regardless of age, unless repairs are not authorized solely because of age.

c. Quality Control, MD will inspect mechanical/electronic equipment and components, except DPW and MEDDAC peculiar equipment, prior to turn in to SD. Qualified personnel will classify property peculiar to DPW and MEDDAC prior to turn in to their respective wholesale supply activities or to DRMO for disposal. Except as noted herein, qualified classifiers/inspectors will make final determination of condition of material.

## **7-20. OFFICE MACHINES.**

a. Upon expiration of a maintenance contract because of age of an office machine, MD can repair it IAW applicable technical bulletin. Organizations will request repairs IAW paragraph 7-19 above.

b. Electronic Equipment Repair, Building 2258, will maintain a limited stock of electric typewriters and calculating machines for temporary loan (hand receipt) while organization-owned office machines undergo repair. Upon completion of repair, Electronic Equipment Repair will notify the organization to return borrowed machine and pick up organization-owned machine.

c. SD will maintain a limited stock of new/used serviceable office machines, based on approved stock criteria, for immediate issue as replacements for machines classified irreparable by support maintenance. SD will issue used serviceable office machines, at reduced costs IAW AR 37-1, Working Capital Funds, Army Stock Fund: Uniform Policies, Principles, and Procedures Governing Army Stock Fund Operations, before new assets are procured through DOC.

d. Activities will establish procedures to track warranty period of equipment and, NLT 60 days prior to end of warranty period, notify ITAD, DOIM, to add equipment to maintenance contract. Activity will arrange for transfer of funds to DOIM for the maintenance. Obtain procedures to obtain repair services for ADPE by reading the Intranet Bulletin Board.

e. Obtain procedures for repair services for copiers by reading the Intranet Bulletin Board.

## **7-21. REQUEST FOR ISSUE.**

a. Prepare requests for issue IAW AR 710-2, DA Pam 710-2-1, TM 10-38-L03-19, automated systems user's manuals, and this regulation.

b. Before submitting requests to SD, requester will edit requests for clarity and validity of entries and compare data on request with data on the FEDLOG (e.g., NSN and unit of issue). Additionally, organization will check acquisition advice code (AAC), phrase code (PC), and recoverability code (RC), and ensure NSN is/will be valid and, if applicable, unserviceable item being replaced is turned in to SD. See CD Pam 18-1, Code Reference Guide, for definition of codes recorded on the FEDLOG.

c. Requests for CTA 50-909 property will contain following information in block P, DA Form 2765-1, or block 10, DA Form 1348-6:

(1) LIN and page number from CTA 50-909 for item requested.

(2) Turn-in document number for unserviceable like item if demand code "R" is assigned.

d. Through assignment of DODAAC, document number, and APC to request for issue, PBO or designated individual certifies information below that applies to the property is correct prior to submission:

(1) Demand code (N or R). If demand code is "R," item replaced has been classified irreparable.

(2) Authorization is valid, and BOI is applicable to organization.

(3) Organization has bona fide need for property.

(4) Sufficient funds are available and correct asset/object code is assigned.

e. When requesting replacement issue of commercial property, assembly, or component, request document will contain make, model, and serial number of repairable item available for exchange.

f. Editor, Data Conversion and Files Unit will spot check requests for issue of commercial, nonstandard, and CTA 50-909 property. If authorization is questionable, request is returned for written justification. Requests for issue not containing statements and signatures IAW chapter 2, this regulation, are not accepted for processing.

g. PBOs will issue property in following sequence:

(1) Condition code F: Repair and issue as condition code B.

(2) Condition code B, C, D, or G.

(3) Repair parts from CAN Point.

(4) Repairable items available from DRMO.

(5) Condition code A, B, or F items available for lateral transfer from other installations.

(6) Condition code A, new items from wholesale supply sources or local procurement.

. In accordance with AR 710-2 and AR 725-50, DRMOs are another source of supply for SSAs. Organizations do not submit DD Form 1348-1A directly to any DRMO. Submit requests for issue of property from DRMO to accountable supply officer at DOL, DPW, or MEDDAC who normally requests such property from wholesale sources of

supply. Units/activities are charged a percentage of current FEDLOG price for items, except scrap material or nonstandard item not on the FEDLOG, withdrawn from DRMO, regardless of whether it will be used for its intended purpose.

#### **7-22. REQUEST FOR TURN IN.**

a. Prepare requests for turn-in IAW AR 710-2, DA Pam 710-2-, SARSS EUM, or automated systems user's manuals.

b. Turn in general use property, excluding clothing, to or through SD, Building 2243, to DRMO regardless of the SSA or organization generating excess property. Turn in clothing items to SARSS Item Manager, Wearing Apparel Contractor, Building 2102.

c. Do not turn in property for disposal/redistribution and request replacement property when applicable technical manuals and technical bulletins, or common sense, direct property should be repaired and retained in use (i.e., camouflage screens for which repair parts are available). Report identification of such property at SSA or DRMO to the appropriate organization commander.

d. Account for recoverable parts, components, or assemblies, not available for turn in on receipt of serviceable replacement item, IAW AR 735-5. Enter either turn-in document number or document number assigned to RS or other authorized adjustment document on recoverable items listing/cards furnished to organizations by SSAs. If organization annotates its card/listing with a remark that demand code should have been for nonrecurring issue (N) rather than recurring issue (R), organization must also enter date item was added to PLL.

AUTHORIZATION FOR DISPOSAL  
OF MATERIAL AT LANDFILL/RUBBLE PIT

I, the undersigned supervisor, have inspected materials loaded on (enter organization and bumper number of vehicle; i.e., 4/99 FA HHB 36) and found them to be free of Government owned property, scrap suitable for resale, or radioactive/toxic/hazardous waste, and, therefore, suitable for disposal at the landfill or rubble pit.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)  
Name, rank/grade, title

Figure 7-1. Authorization for Disposal at Landfill/Rubble Pit

DRMO/LANDFILL/RUBBLE PIT CHECKLIST

ITEM NO.	ITEM	YES	NO
1.	Did you check in with the contractor representative or sign the visitor/screening register?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Were you accompanied by functional representative?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are hazardous materials dumped at landfill/rubble pit?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are resalable materials (i.e., metal, lumber, etc.) dumped at landfill/rubble pit?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is repairable/serviceable/new Government property in landfill/rubble pit?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are other armed forces turning in repairable or serviceable property to DRMO? <b>If yes, complete reverse.</b>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are new/serviceable repair parts in DRMO? <b>If yes, complete reverse.</b>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is new/repairable furniture in DRMO? <b>If yes, complete reverse.</b>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is new/repairable clothing in DRMO? <b>If yes, complete reverse.</b>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is other new/repairable property in DRMO? <b>If yes, complete reverse.</b>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Are condition codes properly assigned to materials at DRMO? <b>If incorrectly assigned, complete reverse.</b>	<input type="checkbox"/>	<input type="checkbox"/>

DATE AND TIME OF VISIT	FUNCTION CHECKED	SIGNATURE, RANK/GRADE, AND TITLE OF INSPECTOR

Figure 7-2. DRMO/Landfill/Rubble Pit Checklist



## **CHAPTER 8. PROPERTY ACCOUNTABILITY ADJUSTMENT DOCUMENTS FOR LOST, DAMAGED, OR DESTROYED GOVERNMENT PROPERTY**

### **SECTION I. GENERAL**

**8-1. PURPOSE.** This chapter delineates local policies in addition to the requirements of AR 735-5 regarding property accountability adjustment documents for lost, damaged or destroyed Government property.

**8-2. INSTALLATION TECHNICAL EXPERT.** Direct questions concerning property accountability to S&SD, DOL, 2-2842/4440.

**8-3. APPOINTING AND APPROVING AUTHORITIES.** Fort Sill has elected to maintain appointing authority at lieutenant colonel level and approving authority at colonel level. Do not delegate either authority to a lower grade. Appointing authorities are listed in appendix A, this regulation. Approving authorities are listed in appendix B, this regulation.

### **SECTION II. DAMAGED PROPERTY**

#### **8-4. DAMAGED GENERAL SERVICES ADMINISTRATION (GSA) PROPERTY.**

a. Do not delay repair of GSA vehicles due to requirements outlined in AR 735-5. Approving authorities adopt procedures to provide for immediate viewing of GSA vehicles by surveying officers/appointing authority staff when there is an accident.

b. GSA vehicles damaged due to other than FWT are not continued in service until necessary property accountability adjustment documents (DA Form 4697 or DD Form 362) are initiated and damage repaired.

(1) One option is for driver to notify his/her immediate supervisor of damages to Government property IAW AR 735-5. Supervisors view damages and prepare a certificate describing damages.

(2) In the event individual involved in accident does not notify his/her chain of command immediately, photographs, Military Police report, and estimated/actual cost of damage (ECOD/ACOD) are used in lieu of viewing by the appointing authority staff.

#### **8-5. OTHER DAMAGED PROPERTY.**

a. Prior to turning in an item damaged due to other than FWT, prepare one of the following adjustment documents and attach to work order:

(1) DD Form 362, SC/CCV (AR 735-5, chapter 12).

(2) DA Form 4697, RS (AR 735-5, chapter 13).

(3) Damage statement. Appointing authorities for RS must delegate in writing battery commanders or equivalent to approve damage statements when dollar amount is under \$200. Appointing authorities are authorized to approve damage statements when amount is \$200 or greater. When damage is other than FWT, but no negligence is involved, attach one of the following:

(a) Damages under \$200. Battery commander or equivalent investigates and signs a statement IAW AR 735-5, if authorized in writing by the appointing authority.

(1) Following Center Staff activity directors are authorized to approve damage statements under \$200: DCA, DCP, DOC, DPS, DRM, DOL, and P&SB.

(2) When damages are \$200 or greater, above directors/commanders forward damage statement to S&SD, DOL, for further action.

(b) Damages \$200 and greater. Battery commander prepares statement and forwards to appointing authority for concurrence or nonconcurrence. If appointing authority nonconcurs, a RS is initiated.

#### **8-6. LIABILITY ON DAMAGED GOVERNMENT OWNED OR LEASED VEHICLES.**

Approving authorities electing to waive all or part of financial liability recommended for damage to Government owned or leased vehicles resulting from simple negligence IAW AR 735-5 will include his/her rationale for the waiver and state corrective action taken or directed to preclude recurrence in block 37, DA Form 4697. Attach a continuation sheet if necessary.

### **SECTION III. MONTHLY REPORTS**

#### **8-7. MONTHLY REPORT OF INITIATION AND PROCESSING TIMES.**

a. Approving authorities provide monthly report of initiation and processing times on completed RS to S&SD, DOL, NLT the 5th working day following the end of the month.

b. List all RS finalized to approval during the previous month and include--

(1) RS number.

(2) Date of loss/damage stated in block 11, DA Form 4697.

(3) Date received by appointing authority (block 18, DA Form 4697).

(4) Date approved by approving authority (block 39, DA Form 4697).

(5) Actual mailing days when surveying officer had notified a respondent of recommended liability.

c. Attach copies of DA Forms 4697 and any continuation sheets of RS listed on the report for tracking types of property lost/damaged and causes of loss/damage.

#### **SECTION IV. APPROVING/APPEAL AUTHORITY ACTIONS ON REQUESTS FOR RECONSIDERATION AND RELATED ACTIONS**

**8-8. DEFINITION.** "Request for reconsideration" refers to application to the appeal authority having jurisdiction over the command in which loss occurred or other designated appeal authority, challenging decision of approving authority in assessing financial liability. Respondents submit requests for reconsideration to the approving authority who acted on the RS.

**8-9. REQUESTS FOR RECONSIDERATION.** Upon receipt, approving authority reviews new evidence offered and decides within 15 calendar days either to reverse previous decision to approve liability against individual or recommend continuation of liability.

a. Relief. When approving authority determines from new evidence that individual should be relieved from financial liability, he/she amends the RS IAW AR 735-5 and notifies individual by memorandum of amendatory action. AR 735-5, figure 13-16, is a sample notification of approved request for reconsideration. Deliver memorandum by hand or certified mail, return receipt requested. Retain individual's request, new evidence, and copy of notification of approval with RS and file.

b. Continuation of liability. When the approving authority determines liability should be continued, he/she prepares and signs memorandum addressed through S&SD, DOL, for appropriate appeal authority. Approving authority must personally sign the memorandum, which will--

(1) Address main issues in the request for reconsideration and provide specific basis for denying requested relief.

(2) State dollar amount of financial liability. If estimated costs were initially used, include actual cost, if available, or explanation if actual cost is not available.

(3) Enclose original RS, all exhibits, and correspondence pertaining thereto. If original RS is not available, approving authority will explain why.

(4) Explain any delay beyond 15 calendar days from receipt of request.

c. After appeal authority's decision, DOL will forward original RS file and memorandum to appellant to approving authority with directed action IAW AR 735-5.

**8-10. REQUESTS FOR HEARING.** If an approving authority receives request for hearing from a DAC employee:

a. Advise individual a request for hearing is not appropriate unless the appeal authority denies the appeal.

b. Do not arrange for nor conduct hearing, but forward request to DFAS and hold collection of liability in abeyance until decision by DFAS is received. If DFAS decision on hearing is not received within 30 days, take follow-up action.

**8-11. REQUESTS FOR REMISSION OR CANCELLATION OF INDEBTEDNESS.**

After appeal authority has denied the appeal, enlisted personnel on active duty may submit such requests through immediate commander to approving authority for action IAW AR 600-4.

**8-12. APPEAL AUTHORITY.** Prepare all denied requests for reconsideration IAW AR 735-5 and address through S&SD, DOL, to the appropriate appeal authority. Commanding General, III CA, is delegated to act on denied requests for reconsideration of RS approved by brigade commanders within III CA. Deputy Commanding General-Training is delegated to act on denied requests for reconsideration of RS approved by Commander, 30th FA Regt, and Commander, USAFATC. CG, USAFACFS, is the appeal authority on all other denied requests for reconsideration, unless otherwise specified in support agreement.

## **APPENDIX A**

### **APPOINTING AUTHORITIES**

Chief of Staff, Training Command (for all departments/activities/units in USAFAS and 30th FA Regt)

Chief of Staff, III Corps Artillery (or Deputy Commander -in his/her absence) for HHB, III CA

Commander, 17th Field Artillery Brigade (for HHB, 17th FA Bde)

Commander, 75th Field Artillery Brigade (for HHB, 75th FA Bde)

Commander, 212th Field Artillery Brigade (for HHB, 212th FA Bde)

Commander, 214th Field Artillery Brigade (for HHB, 214th FA Bde)

Commander, U.S. Army Field Artillery Training Center (for HHB, USAFATC)

Garrison Commander, USAFACFS for (forward to S&SD, DOL, for processing):

- Chaplain Activities Office

- Command Historian

- Directorate of Civilian Personnel

- Directorate of Contracting

- Directorate of Information Management

- Equal Employment Opportunity Office

- Inspector General

- Installation Safety Office

- Internal Review and Audit Compliance Office

- Military Personnel/AG

- Officer Management

- Protocol Office

- Public Affairs Office

- Reserve Component Transition Office

- Retention Office

- Staff Judge Advocate

Commander, Personnel & Support Battalion (HHB, Btry A, and 77th Army Band)

All battalion commanders within III CA for organizations under their command

All battalion commanders within USAFATC for organizations under their command

Director of Community Activities

Director of Plans, Training, and Mobilization

Director of Public Safety

Director of Resource Management

Deputy Director of Logistics

Deputy Director of Public Works

## APPENDIX B

### APPROVING AUTHORITIES

Approving authority must be an 06 or above, including 05 promotable filling an 06 billet. If duty positions listed below are not filled by an 06 or 05 promotable in an 06 billet, approving authority is the next higher command.

GARRISON COMMANDER, USAFACFS for (forward to S&SD, DOL, for processing):

Chaplain Act Ofc	Command Historian	DCA
DCP	SJA	DOC
DOIM	DPS	IG
DRM	EEO	Off Mgt
IRAC	Mil Pers/AG	Protocol Ofc
P&SB	PAO	
RC Trans Ofc	Retention Ofc	

DEPUTY ASSISTANT COMMANDANT, USAFAS for all departments/activities/units in USAFAS and 30th FA Regt

DEPUTY COMMANDER, III CORPS ARTILLERY (or Chief of Staff, III CA in the absence of the Deputy Commander) for HHB III CA and 231st Radar Det

COMMANDER, 17TH FIELD ARTILLERY BRIGADE for all battalions under his/her command and HHB, 17th FA Bde

COMMANDER, 19TH MAINTENANCE BATTALION for all companies under his/her command

COMMANDER, 75TH FIELD ARTILLERY BRIGADE for all battalions under his/her command and HHB, 75<sup>th</sup> FA Bde

COMMANDER, 212TH FIELD ARTILLERY BRIGADE for all battalions under his/her command and HHB, 212th FA Bde

COMMANDER, 214TH FIELD ARTILLERY BRIGADE for all battalions under his/her command and HHB, 214th FA Bde

COMMANDER, U.S. ARMY FIELD ARTILLERY TRAINING CENTER for all battalions under his/her command and HHB, USAFATC

DIRECTOR, LOGISTICS for all activities with DOL

[DIRECTOR, PLANS, TRAINING, AND MOBILIZATION](#) for all activities within DPTM

DIRECTOR, PUBLIC WORKS for all activities within DPW

TENANT ACTIVITIES: Property accountability procedures, including appointing and approving authorities for RS, is/will be addressed in each SA.

## APPENDIX C

### LIST OF OCIE AUTHORIZED TO BE STOCKED BY THE CENTRAL ISSUE FACILITY

Apron, food handlers	Helmet, soldier's steel/KEVLAR
Bag, barracks, cotton sateen	Entrenching tool, hand
Bag, duffel	*Jacket, flying, man's
*Bag, flyer	Knife, field, mess
Bag, waterproof	Liner, coat, man's
Band, camouflage, helmet	Liner, soldier's, steel helmet
Belt, individual equipment, M-56	Mattress, pneumatic, OD/Pad, mattress
Body Armor	*Overalls, wet weather
*Boot, safety (C08735)	Overshoes, rubber, man's
*Boots, cold weather (C08119)	Pan, mess kit, CRS
Canteen, water plastic	*Parka, wet weather
Cap, insulated	Poncho, coated nylon twill
Carrier, entrenching tool, M-56	Scarf, man's wool
Case, ammunition	Shelter half, tent, with snaps
Case, field first-aid	Shirt, man's wool, OG-108
Case, sleeping bag, W/R	*Shirt, white, cotton, supervisor
*Coat, smock (med) food handler	*Shoe, safety (T08742)
*Combat Vehicle Crewman Uniform	Sleeping, bag, intermediate
Cover, canteen, water, M-56	Spoon, field, mess
Cover, helmet camouflage	Strap, assy, adpt field pack
*Coveralls, man's cotton sateen	Strap, left ALICE pack
Cup, canteen	Strap, right ALICE pack
Field Pack, (ALICE)	Suspenders, M-56
Fork, field mess	Suspenders, trousers
*Glasses, flying, sun, man's	Sweater, wool OG-106
*Gloves, flying	*Trousers, black, supervisor
Gloves, leather, strap closure	*Trousers, food handlers, med
*Hat, service, felt, D/Sgt, man's	Trousers, man's wool, OG-108
*Hat, service, felt, D/Sgt, woman's	Trousers, shell, field
*Helmet, flying, SPH4	

\*NOTE: Personnel are required to show proof of assignment to duty requiring annotated items or approval by battery/company commander or branch chief in memorandum.

The following type clothing items are stocked by CIF for contingency missions and are issued only when authorized by movement directives from higher headquarters or paragraph 3-39, this regulation:

- a. Desert Camouflage Clothing.
- b. Extreme Cold Weather Clothing.
- c. Hot Weather Clothing.

## **APPENDIX D**

### **GUIDELINES FOR CLASSIFICATION OF OCIE**

**D-1. CLASSIFICATION.** Instructions for classification and assignment of condition codes for OCIE are provided in TM 10-8340-221-13, TM 10-8400-201-23, and TM 10-8400-202-13.

#### **D-2. DEFINITION OF CONDITION CODES.**

a. Code A. New and unused property possessing original appearance and serviceability.

b. Code B. Serviceable property of such appearance and serviceability as to be acceptable for issue or sale in lieu of like Class A (new) property. Items of OCIE possess such an appearance and degree of serviceability as to justify their issue to troops and afford a satisfactory military appearance. As a guide only and where practicable for application, items should possess not less than 50 percent of the life of like-new item.

**D-3. PRIORITY FACTORS.** Factors of appearance and serviceability in OCIE and work uniforms are considered. Serviceability is first priority and appearance second priority.

**D-4. CLASSIFICATION OF OCIE.** OCIE requires the following for classification in serviceable condition codes A or B:

a. Complete State of Repair. Make all repairs necessary to render item completely serviceable.

b. Cleaned. Must be clean; that is, laundered, dry-cleaned, sterilized, or painted.

c. Buttons. Replace buttons visible when outer garments are being worn with buttons of like size, shape, and color as those originally affixed, or which were predominant on garment. Buttons not visible when garment is being worn need not be of same color but should be same size.

d. Fasteners. All present and same size as originally affixed to item.

e. Buttonholes. Repair enlarged or ripped buttonholes.

f. Frayed Edges. Frayed edges of inconspicuous or minor nature are permitted.

g. Lining. Lining in all outer garments must be in complete state of repair. Repair may include minor patches. Patch need not match color of lining exactly, but should be reasonably similar.



h. Patches and Darns. Patches and darns are permitted, provided color is similar to original material.

i. Pockets. Clean and completely repair pockets. Any repairs made should be of a wear expectancy similar to remainder of garment. Replaced pockets must be of size consistent with those originally in garment.

j. Belt loops. All belt loops on trousers will be the same as on any new garment of a like make, including shade, material, and number.

m. Spots or Stains.

(1) Items worn by individuals. Small paint, grease, or other spots or stains are permitted if item is otherwise completely serviceable.

(2) All other OCIE items. Spots and stains are not considered a determining factor if such spots and stains are minor.

n. Hardware. Ensure hardware is not bent, broken, or missing. Bright and shiny hardware does not disqualify items from a serviceable classification.

**D-5. CLASSIFICATION OF RUBBER OR CANVAS FOOTWEAR.** Rubber or canvas footwear is classified in condition code A or B IAW provisions of paragraph D-5 above.

**APPENDIX E****CTA 50-900 DISCRETIONARY ITEMS LIST**

**E-1.** Recommended format for OCIE Discretionary Items List required by paragraph 3-2, this regulation, is shown below.

**Organization Designation**

<b>AUTHORIZED CTA 50-900 DISCRETIONARY ITEMS LIST</b>			
<b>STANDARD ISSUE CIF ITEM</b>	<b>LINE UNITS</b>	<b>HQ/SVC UNITS</b>	<b>OFFICERS</b>
Bag, barracks	X	X	X
Band, camouflage, helmet	X	X	X
Belt, individual equipment M56	X	X	X
Canteen, water, plastic	X	X	X
Cap, insulated	X	X	X
Carrier, entrenching tool	/	/	/
Case, field, first aid	X	X	X
Case, sleeping bag	/	/	/
Shelter half, tent	X	/	/
<b>SPECIAL ISSUE CIF ITEM</b>			

Apron, food handlers	X (NOTE 1)	X (NOTE 1)
Case, flying, carrier helmet	X (NOTE 2)	X (NOTE 2)
Coat, food handlers	X (NOTE 1)	X (NOTE 1)
Glasses, flying, sun, man's	X (NOTE 2)	X (NOTE 2)
Gloves, flying X	X (NOTE 2)	X (NOTE 2)
Hat, service felt	X (NOTE 3)	X (NOTE 3)
Helmet, flying	X (NOTE 2)	X (NOTE 2)
Jacket, Flying X	X (NOTE 2)	X (NOTE 2)
Hospital Uniform	/	X (NOTE 5)

**OCIE NOT ISSUED BY CIF**

Coveralls, fuel handler	X (NOTE 4)	X (NOTE 4)
Safety Shoes	X (NOTE 4)	X (NOTE 4)
Undershirts, cotton, OD	X	X

X = TO BE ISSUED

/ = ITEM NOT CURRENTLY ISSUED.

**NOTES:**

1. ISSUED TO FOOD SERVICE PERSONNEL.
2. ISSUED TO AVIATION PERSONNEL.
3. ISSUED TO DRILL SERGEANT PERSONNEL.
4. ISSUED TO INDIVIDUALS BASED ON DUTY ASSIGNMENT.
5. ISSUED TO HOSPITAL EMPLOYEES ONLY WHEN APPROVED BY HOSPITAL COMMANDER.

**E-2.** Prior to preparing CTA 50-900 Discretionary Items List, perform a careful review of discretionary items listed in CTA 50-900 to insure only items essential to organization's mission are included. This review will conserve OCIE, reduce maintenance problems, and improve accountability.

**APPENDIX F****REFERENCE PUBLICATIONS**

Check DA, TRADOC, FORSCOM, and USAFACFS Pam 25-30 and 25-35 frequently to be sure applicable regulations are kept current. Each organization should screen applicable indexes (25 series) and obtain publications essential to organization functions. Use DA Pam 25-30 used to determine correct technical manuals and component catalogs for type equipment on hand. One operator's manual and/or component catalog is required for each item of equipment on-hand. The method of obtaining the below publications is as follows: Only Available In Electronic Media (EMO) and Electronically Generated Form (EGA). Some include an electronic compact disc (CD) number when it can be found in a place other than EM 0001 CD.

<b>F-1. ARMY REGULATIONS.</b>	
AR 11-27	Army Energy Program (EGA)
AR 15-6	Procedures for Investigating Officer and Boards of Officers (EMO)
AR 20-1	Inspection General Activities and Procedures (EMO)
AR 25-1	The Army Information Resources Management Program (EMO)
AR 25-30	The Army Integrated Publishing and Printing Program (EMO)
AR 25-400-2	The Modern Army Record keeping System (MARKS) (EGA)
AR 27-20	Claims (EGA)
AR 30-1	The Army Food Service Program (EMO)
AR 30-18	Army Troop Issue Subsistence Activity Operating Policies (EMO)
AR 30-21	The Army Field Feeding System (EMO)
AR 40-4	Army Medical Department Facilities/Activities (EGA)
AR 40-61	Medical Logistics Policies and Procedures (EMO)
AR 70-1	Army Acquisition Policy (EMO)
AR 71-32	Force Development and Documentation — Consolidated Policies (EMO)
AR 75-1	Malfunctions Involving Ammunition and Explosives (RCS CSGLD-1961 (MIN) (EMO)
AR 145-1	Senior Reserve Officers Training Corps Program: Organization, Administration, and Training (EMO)
AR 190-11	Physical Security of Arms, Ammunition, and Explosives (EMO)
AR 190-51	Security of Unclassified Army Property (Sensitive and Non-Sensitive) (EMO)
AR 200-1	Environmental Protection and Enhancement (EMO)
AR 210-130	Laundry and Dry Cleaning Operations (EMO)
AR 220-1	Unit Status Reporting (EMO)
AR 220-10	Preparation for Overseas Movement of Units (POM)
AR 310-25	Dictionary of United States Army Terms (EMO)
AR 310-50	Authorized Abbreviations, Brevity Codes, and Acronyms (EMO)
AR 335-15	Management Information Control System (EMO)
AR 350-1	Army Training (EMO)
AR 350-38	Training Devices Policies and Management (EMO)

AR 380-5	Department of the Army Information Security Program (EMO)
AR 385-10	The Army Safety Program (EMO)
AR 385-40	Accident Reporting and Records (EMO)
AR 385-55	Prevention of Motor Vehicle Accidents (EMO)
AR 385-63	Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat (EGA)
AR 420-17	Real Property and Resource Management (EMO)
AR 420-18	Facilities Engineering Materials, Equipment, and Re-locatable Building Management (EMO)
AR 420-70	Buildings and Structures (EMO)
AR 600-8-2	Military Awards (EMO)
AR 600-55	Motor Vehicle Driver and Equipment Operator Selection, Training, Testing and Licensing (EMO)
AR 630-10	Absence without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings (EMO)
AR 670-1	Wear and Appearance of Army Uniforms and Insignia (EMO)
AR 672-20	Incentive Awards (EMO)
AR 700-4	Logistics Assistance Program (EMO)
AR 700-18	Provisioning of U.S. Army Equipment (EMO)
AR 700-84	Issue and Sale of Personal Clothing (EMO)
AR 700-131	Loan or Lease of Army Materiel (EMO)
AR 702-7-1	Reporting of Product Quality Deficiencies within the U.S. Army (EGA)
AR 708-1	Cataloging of Supplies and Equipment Cataloging and Supply Management Data (EMO)
AR 710-2	Supply Policy Below the Wholesale Level (EMO)
AR 710-3	Asset Transaction Reporting System (EMO)
AR 725-1	Special Authorization and Procedures for Issues, Sales and Loans (EGA)
AR 725-50	Requisitioning, Receipt, and Issue System (EMO)
AR 735-5	Policies and Procedures for Property Accountability (EMO)
AR 750-1	Army Materiel Maintenance Policy and Retail Maintenance Operations (EMO)
AR 750-43	Army Test, Measurement, and Diagnostic Equipment Program (EMO)
AR 840-10	Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates (EMO)
<b>F-2. DEPARTMENT OF THE ARMY PAMPHLETS</b>	
DA Pam 25-30	Consolidated Index of Army Publications and Blank Forms (EMO)
DA Pam 385-1	Unit Safety Management (EGA)
DA PAM 385-64	Ammunition and Explosives Safety Standards (EMO)
DA Pam 600-8-1	Disposition of Personal Effects of Deceased and Missing Personnel (EMO)
DA Pam 710-2-1	Using Unit Supply System, Manual Procedures (EMO)
DA Pam 710-2-2	Supply Support Activity Supply System: Manual Procedures (EMO)

DA Pam 738-750	Functional Users Manual for the Army Maintenance Management System (TAMMS) (EMO)
DA Pam 750-1	Leader's Unit Level Maintenance Handbook (EMO)
DA Pam 750-10	U.S. Army Equipment Index of Modification Work Orders (Microfiche Only)
<b>F-3. COMMON TABLES OF ALLOWANCES (CTA)</b>	
CTA 8-100	Army Medical Department Expendable/Durable Supplies
CTA 50-900	Clothing and Individual Equipment
CTA 50-909	Field and Garrison Furnishings and Equipment
CTA 50-970	Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items)
<b>F-4. SUPPLY BULLETINS</b>	
SB 11-6	Primary Dry Battery Supply (FSC 6135)(EGA-EM0178)
SB 708-22	Federal Supply Classification: Numeric Index of Classes and Alphabetic Index (Microfiche Only)
SB 710-2	Supply Control: Combat Consumption Rates for Ground and Aviation Type Petroleum Products
<b>F-5. FIELD MANUALS</b>	
FM 9-6	Munitions Support in Theater of Operations
FM 10-15	Basic Doctrine Manual for Supply and Storage (EGA-EM0028)
FM 10-67-1	Concepts and Equipment of Petroleum Operations
FM 55-15	Transportation Reference Data
FM 55-30	Army Motor Transport Units and Operations
FM 55-65	Strategic Deployment by Surface Transportation
FM 63-3	Combat Service Support Operations
FM 100-10	Combat Service Support (EGA-EM0028)
<b>F-6. TECHNICAL MANUALS</b>	
TM 5-4930-230-13	Operator's, Organizational, and Direct Support Maintenance Manual for Tank and Pump Unit, Liquid Dispensing; for Truck Mounting, Military Design Rank and Pump Units, Gasoline Engine Driven, Model (97403) (13217E7100) (NSN 4930-00-429-9960); Electric Motor Driven, Model (97403) 13217E7130 (4930-01-130-7281) (EGA-EM0087)
TM 9-243	Care and Maintenance of Hand Tools and Measuring Tools (EGA-EM0178)
TM 9-1000-202-14	Evaluation of Cannon Tubes (EGA-EM0069)
TM 9-1300-250	Ammunition Maintenance
TM 9-1300-251-20&P	Unit Maintenance Manual (Including Repair Parts and Special Tools Lists) for Artillery Ammunition for Guns, Howitzers, Mortars, Recoilless Rifles, and 40-MM Grenade Launchers (EGA-EM0178)
TM 9-2530-200-24	Inspection and Classification of Track, Components, and Solid Rubber Tires
TM 9-2610-200-14	Care, Maintenance Repair, and Inspection of Pneumatic Tires and Inner Tubes
TM 10-4930-220-13&P	Operator, Unit and Direct Support Maintenance Manual (Including Repair Parts and Special Tools List) for Tank, Unit, 600 gallon,

	Liquid Dispensing for Trailer Mounting (Advance Model TRL1000 and TRL1616) (EGA-EM0087)
TM 38-250	Packaging and Materials Handling: Preparing of Hazardous Materials for Military Air Shipments
TM 55-2200-001-12	Transportability Guidance: Application of Blocking, Bracing, and Tiedown Materials for Rail Transport (EGA-EM0130)
TM 750-116	Purging and Charging of Fire Control Instruments (EGA-EM0063)
<b>F-7. TECHNICAL BULLETINS</b>	
TB 43-0142	Safety Inspection and Testing of Lifting Devices (EGA-EM0063)
TB 43-0151	Inspection and Test of Air and Other Gas Compressors (EGA-EM0178)
TB 43-0209	Color, Markings, and Camouflage Painting of Military Vehicles, Construction Equipment, and Materiel Handling Equipment (EGA-EM0178)
TB 600-1	Procedures for Selection, Training, Testing, and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft (EGA-EM0178)
TB 750-651	Use of Antifreeze Solutions, Antifreeze Extender, Cleaning Compounds and Test Kit in Engine Cooling Systems (EGA-EM0178)
<b>F-8. TRADOC REGULATIONS</b>	
Regulation 700-2	Ammunition (EMO at <a href="http://www.tradoc.army.mil">www.tradoc.army.mil</a> )
<b>F-9. TRADOC PAMPHLETS</b>	
Pam 25-30	Index of TRADOC Administrative Publications (EMO at <a href="http://www.tradoc.army.mil">www.tradoc.army.mil</a> )
<b>F-10 FORSCOM REGULATIONS</b>	
Regulation 55-1	Unit Movement Planning (EMO at <a href="http://www.forscom.army.mil">www.forscom.army.mil</a> )
Regulation 700-2	FORSCOM Standing Logistics Instructions (EMO at <a href="http://www.forscom.army.mil">www.forscom.army.mil</a> )
Regulation 700-3	Ammunition Basic Load (EMO at <a href="http://www.forscom.army.mil">www.forscom.army.mil</a> )
<b>F-11. FORSCOM PAMPHLETS</b>	
Pam 25-30	FORSCOM Publications and Blank Forms Index (EMO)
<b>F-13. USAFACFS SUPPLEMENTS TO ARMY REGULATIONS</b>	

Suppl 1 to AR 380-5	Department of the Army Information Security Program (EMO at <a href="http://sill-www.army.mil/doim/">sill-www.army.mil/doim/</a> )
Suppl 1 to AR 420-70	Buildings and Structures
Suppl 1 to AR 600-55	The Army Driver and Operator Standardization Program (EMO at <a href="http://sill-www.army.mil/doim/">sill-www.army.mil/doim/</a> )
<b>F-14. USAFACFS REGULATIONS</b>	
Regulation 56-1	Nontactical Vehicle Operation On and Off Post
Regulation 385-1	Post Range Regulation (EMO at <a href="http://sill-www.army.mil/doim/">sill-www.army.mil/doim/</a> )
Regulation 385-10	Safety Regulations
Regulation 420-1	Energy Conservation Program
Regulation 420-90	Post Fire Regulation

USAFACFS Reg 725-1, 3 March 2003

	EMO at sill-www.army.mil/doim/)
Regulation 700-10	Storage, Inspection, Use, and Maintenance of NBC Supplies and Equipment (EMO at sill-www.army.mil/doim/)
Regulation 700-13	Procedures for Use of the U.S. Government National Credit Card, DoD Identaplates, and Oklahoma Turnpike Authority Pikepass
Regulation 725-1	Supply Procedures
Regulation 725-2	Process to Acquire Equipment
Regulation 725-50	Assignment and Approval of Priority Designators (PD)(FOUO)
Regulation 750-6	General Maintenance Information
<b>F-15. USAFACFS PAMPHLETS</b>	
Pam 25-30	Index of Administrative Publications (EMO at will-www.army.mil/doim/)
Pam 703-2	Petroleum Products Supply and Management
<b>F-16. DOD REGULATIONS</b>	
DoD 4500.9R	Defense Transportation Regulation
<b>F -17. DOD MANUALS</b>	
DoD 4160.21-M	Defense Reutilization and Marketing Manual
DoD 5200.28-M	Automated Data Processing Security Manual
<b>F-18. MISCELLANEOUS</b>	
ARMS Monthly Army Master Data File	
DOL Billboard	
FEDLOG	
SARSS End User Manual, SARSS ABX Procedures for Customers	



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